Department of Human Services

Juvenile Justice Information System
(JJOLT)

Training Manual

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Section 3

Reports

Reports Overview:

Data entered/created in JJIS can be retrieved in many ways. When the same data is retrieved frequently, the solution may be to have a report to pull this data. If a formal report is not needed then the query can be saved as a saved query to be used again. Save the query in a naming convention that you will remember. If you want the saved query moved to your dashboard please contact the help desk. To access reports available to you, check on your quick navigator for the drop down selections. Click on Custom Reports Menu. Often though, we get a special request to pull data for various statistical purposes or we may just need to display the data in a lookup table. One way to acquire this data is by using the Ad Hoc Query Wizard. The Ad Hoc Wizard (Advanced) allows you to select from all tables in the database to query for data. The Ad Hoc query Wizard (Basic) allows you to select (using a much friendlier selection screen) from a group of fields that are the most common data points for your organization.

1. Basic: allows you to select (using a much friendlier selection screen) from a group of fields that are the most common data points for your organization.

2. Advanced: allows you to select from all tables in the database to query for data

3. Advanced Graphic Interface (not all users will have access to this)

4. Snap Shot Viewer is needed to view/print reports

How to Install Snap-Shot Viewer

In order to view reports in the reports Queue, you must have Snap Shot Viewer installed on your desktop. From your Quick Navigator, go to Custom Report (View Reports Queue). This will bring up a summation screen where you can view reports and down load snap shot viewer.
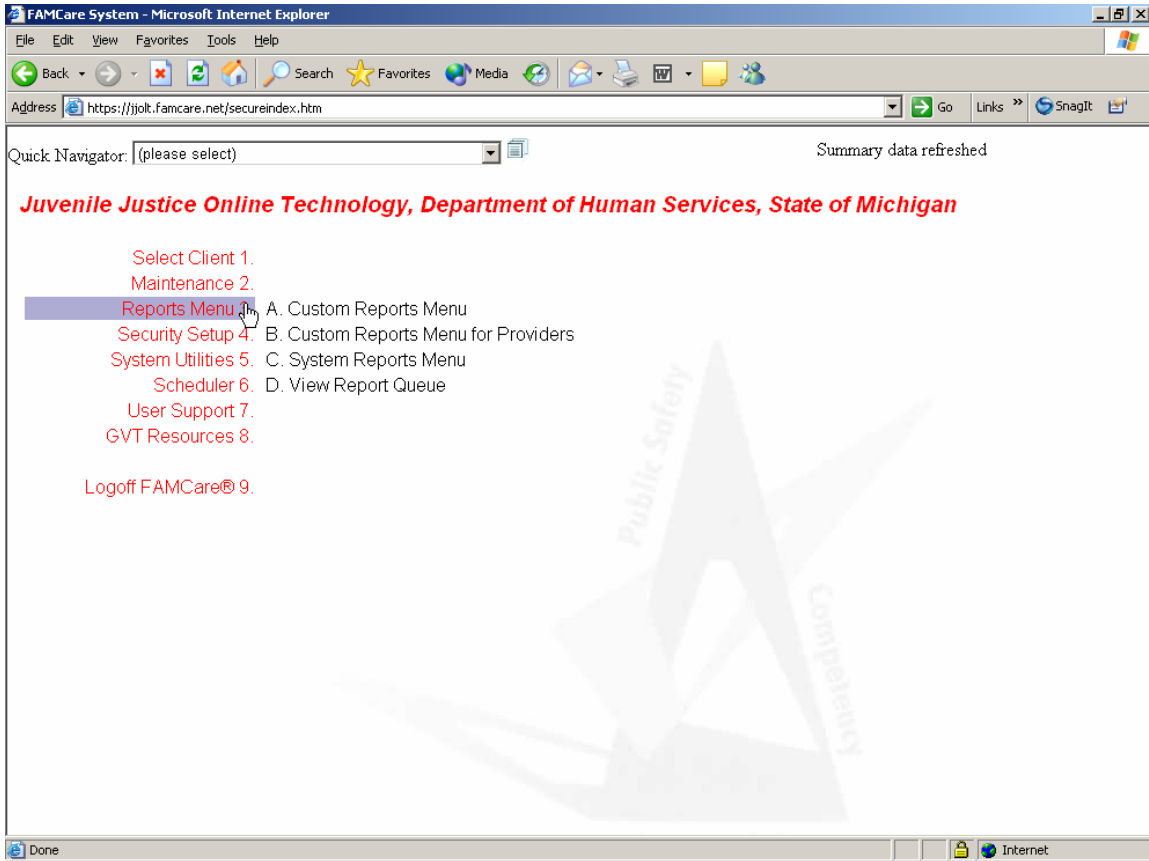

You can now click on the link "click here to download and install snapshot viewer 9.0

<u>Please see example on the next page</u>.
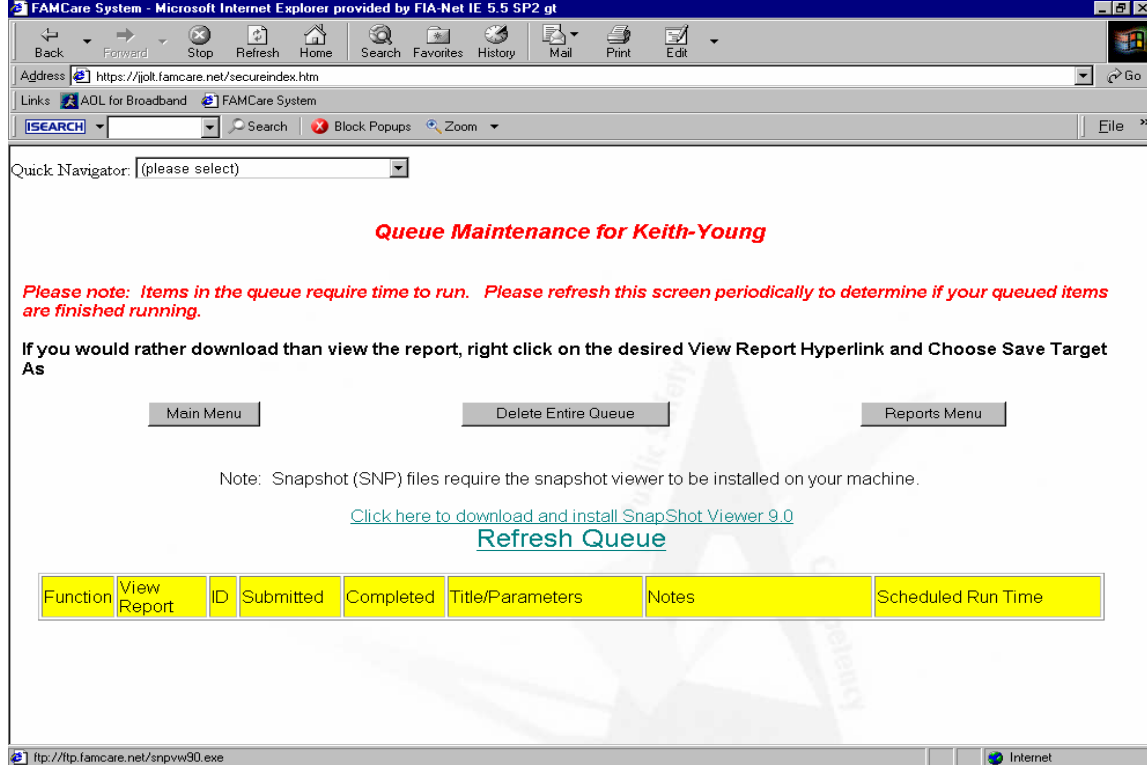
You can then select either download to a disk or run from its current location. Run from its current location appears to work best. You can then click OK. You will be asked would you like to install Snapshot viewer, click yes. A license agreement will appear and you must agree to the terms in order to continue the download

.
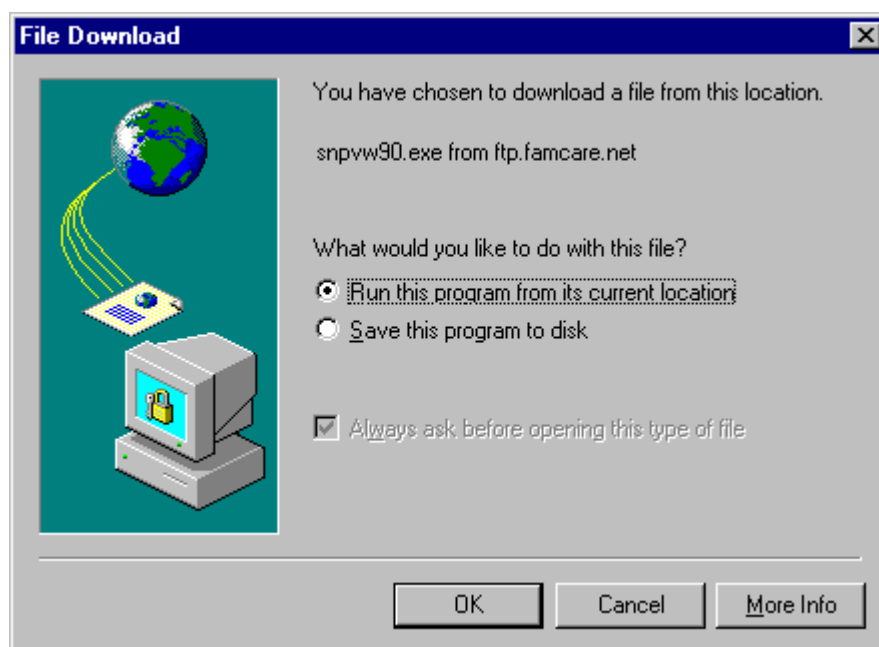
Ad Hoc Query Wizard (Basic)

The Ad Hoc Query capabilities of FAMCare include a version which is completely driven by one user select screen containing preset criteria selected from option boxes and drop downs. This option for querying data from the system is a compilation of client demographic data based on placements. That is, the records generated from the criteria selected are generated from current client information and placements in the system.
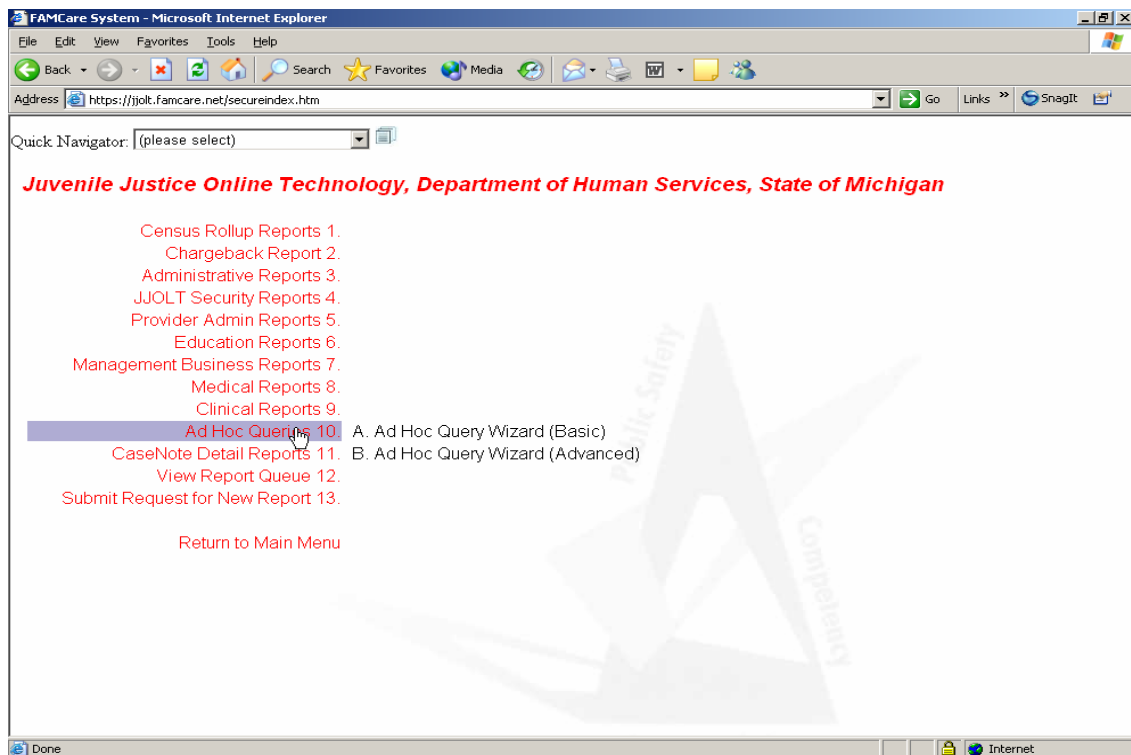
The first prompt is to notify the user that multi-select boxes do not follow normal web based multi-select boxes which require the user to hold down the ctrl key when they are selecting more than one item from the list.
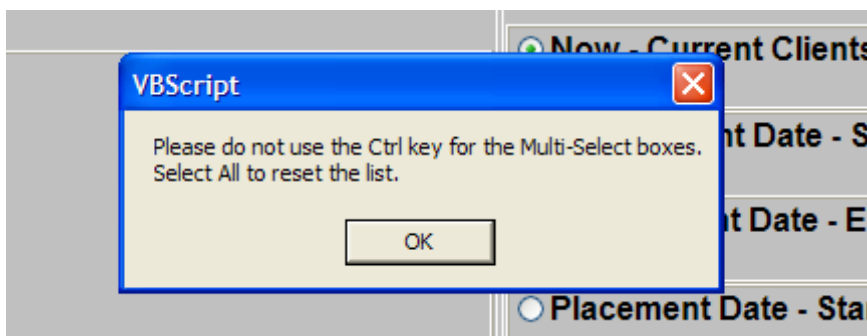
Proceed by clicking OK.

The User Interface screen can vary from system to system depending on the unique data requirements of the users on that system.

There are two options when querying the system. In the upper left hand portion of the screen, the user has the option of selecting to run from data precompiled into a table nightly, or using data compiled real-time when the query is run. The option for using precompiled data will result in faster displaying of the final results, and is recommended. The down-side will be data displayed could have changed since the precompilation process the night before the query is run.

The option to use precompiled data is automatically checked when the screen is accessed, and should be unselected for real-time data.

Also, a title can be entered for display purposes once the query results are displayed. This will not be retained once the user has left the Query Wizard screen.

The next options for the user are to control the type of output available.

<h4>Count Matches</h4>

When a single number of clients that meet the criteria are desired, this option should be selected.

<h4>Cross Tabulation</h4>

This option will generate a table with results from two user selected data points with the resulting numbers in a Cross Tabulation format. When this option is the choice, an area on the screen is displayed to allow the user to select the two data points for the Cross Tabulation.

Again, the options available for Cross Tabulation options can vary from system to system.
The Primary and Secondary fields can be later designated the x or y axis data points.
Based on the Criteria the user selects to limit the data, the resulting screen will show all options returned, and the number of clients that meet the criteria.

<h4>Advanced Detail Report</h4>

○ Count Matches ○ Cross Tabulation ⦿ Advanced Detail Report

Data Selection Parameters

This option provides the user with the option of generating printable screens with formatting options that can be suitable for report distribution.

Each of these three options and the resulting output will be discussed later in this document.

<h4>Date Selection Parameters</h4>
The first criteria available to the user are based on the Placement data for the client. That is, the starting and ending dates of the placement.

Date Selection Parameters

⦿ Now - Current Clients	
○ Commitment Date - Start	
Commitment Date - End	
○ Placement Date - Start	
Placement Date - End	
○ In Placement on Date	
○ In Placement During Period - Start	
In Placement During Period - End	

The "Now – Current Clients" option will show all clients with an ending date for the placement that is out in the future, or is blank (meaning there has not been a release date).

The "Commitment Date – Start and End" will allow the user to enter a date range, and limit the results to clients that have an Enrollment date within the entered range.

The "Placement Date – Start and End" will allow the user to enter a date range, and limit the results to clients that have a Placement Admission date within the date range.

The "In Placement during Period – Start and End" will allow the user to enter a date range, and limit the results to clients that were in a placement during the date range.

<h4>Demographic Data Criteria Parameters</h4>
Data parameters to limit results are offered in Multi-Select boxes; drop down boxes, or user input boxes.

Length of Stay

Minimum Length of Stay: All

Maximum Length of Stay: All

Security Override

Offenses relating to Family Violence (001)
Other (014)
Other (039)
Played a Minor Role in crime (006)
Premeditated Murder (034)
Property/Money Stolen Particularly High (025)
Psychiatric Disturbance (036)

Crime Committed under Duress, Coercion, Threat (007)
Defendant Believed there was a Right to Property (010)
Psychiatric Disturbance (036)

Race

All
American Indian/Alaskan Native (03)
Asian (04)
Black (02)
Native Hawaiian/Pacific Island (05)
Other (06)
White (01)

All

Age of Client(s)

Minimum Age in Years: All

Maximum Age in Years: All

In the above example, the "Length of Stay" option boxes default to all. The user can enter a range based on results desired.

The "Security Override" multi-select box has been used to select three items. Each item selected is displayed below the box for easy reference. There is an option "All" at the top of each list that can be selected to reset the criteria back to the default of all records, meaning these criteria will not be applied against the query.

The "Age of Client(s)" drop downs offer a single selection for each option to limit the results.

<h4>Output Options</h4>
After selection of the criteria, and the Output Option, the user should click on one of the two "Run Report Now" buttons. A separate window is opened which will display the following results:

Count Matches will return a result similar to this:

Sample Report
Provider: All Private Facilities
For All Currently Placed Clients
Reset/Repivot
Count

	Totals
COUNT	776	**776**

Click here to close this Pivot Table

The title entered by the user (referenced above) will display at the top of the screen along with each of the criteria selected by the user. In this example, "All Private Facilities" refers to the Placement option, and "For All Currently Placed Clients" is the Date Selection Parameter.

Cross Tabulation will return an initial result similar to this:

Sample Report
Provider: All Private Facilities
For All Currently Placed Clients
Reset/Repivot
Current Placement (61 distinct points)-->Click to put on left Click to put on top
Committing Offense (59 distinct points)-->Click to put on left Click to put on top

	No Axes Defined
No Axes Defined	

Click here to chart entire table
Click here to chart 1st axis (pie)
Click here to chart 1st axis (bar)
Click here to chart 2nd axis (pie)
Click here to chart 2nd axis (bar)

Click here to close this Pivot Table

Again, the Report Title and each criteria selected by the user are displayed along with options now available to the user are to set the Pivot Points to the x or y axis which will result in all data points returned displaying as either a column or row heading.

Sample Report
Provider: All Private Facilities
For All Currently Placed Clients
Reset/Repivot
Current Placement
Committing Offense

	AGGRAVATED ASSAULT	ASSALT W/ INTENT COMMIT CRIMINAL SEXUAL CONTACT	ASSAULT S/ DANGEROUS WEAPON (FELONOUS ASSAULT)	BREAK ENTER INTENT TO COMMIT FELONY/LARC
BETHANY CHRISTIAN SERVICES INC	1	1	1	
BIRCH LODGE OF PINE REST	0	0	0	
BOYS AND GIRLS REPUBLIC	0	0	0	
BOYSVILLE-				

In this example, the "Current Placements" are displayed as a row heading, and the "Committing Offenses" are displayed as the column headings. Each cell displays the number of clients that meet each "Cross Tab" data point for the criteria entered.

In addition, each number match greater than zero is displayed as a hyperlink which can be clicked on to display the detailed record for each client in the cell.

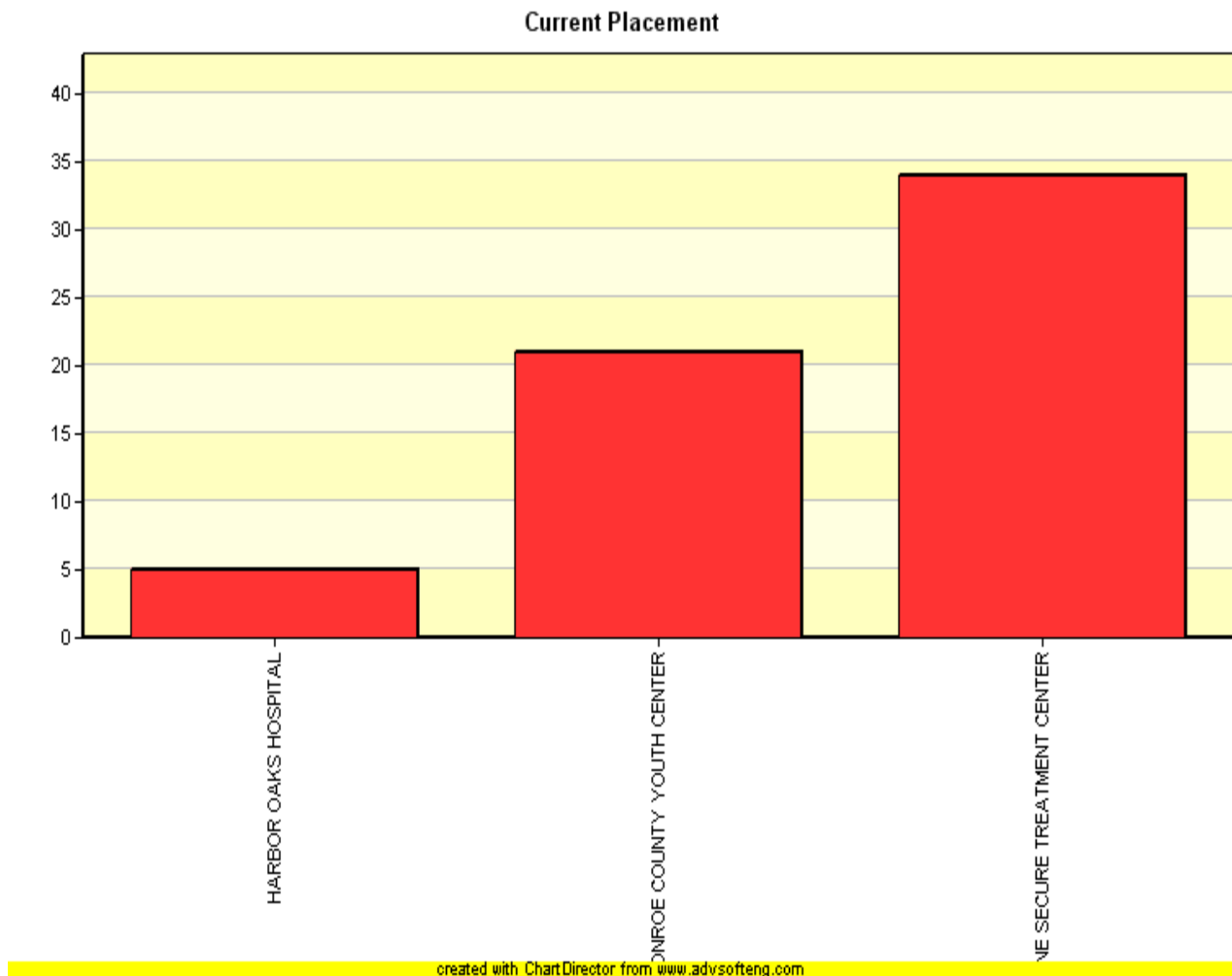Graphing options are also available.

Click here to chart entire table
Click here to chart 1st axis (pie)
Click here to chart 1st axis (bar)
Click here to chart 2nd axis (pie)
Click here to chart 2nd axis (bar)

Each option can be clicked on by the user to display a colored chart that can be copied and pasted into a presentation document. A separate window will open to display the resulting chart.

Pie Chart.

Current Placement

HARBOR OAKS HOSPITAL 8.33%

MONROE COUNTY YOUTH CENTER 35.00%

RINE SECURE TREATMENT CENTER 56.67%

created with ChartDirector from www.advsofteng.com

Bar Chart.

Current Placement

created with ChartDirector from www.advsofteng.com
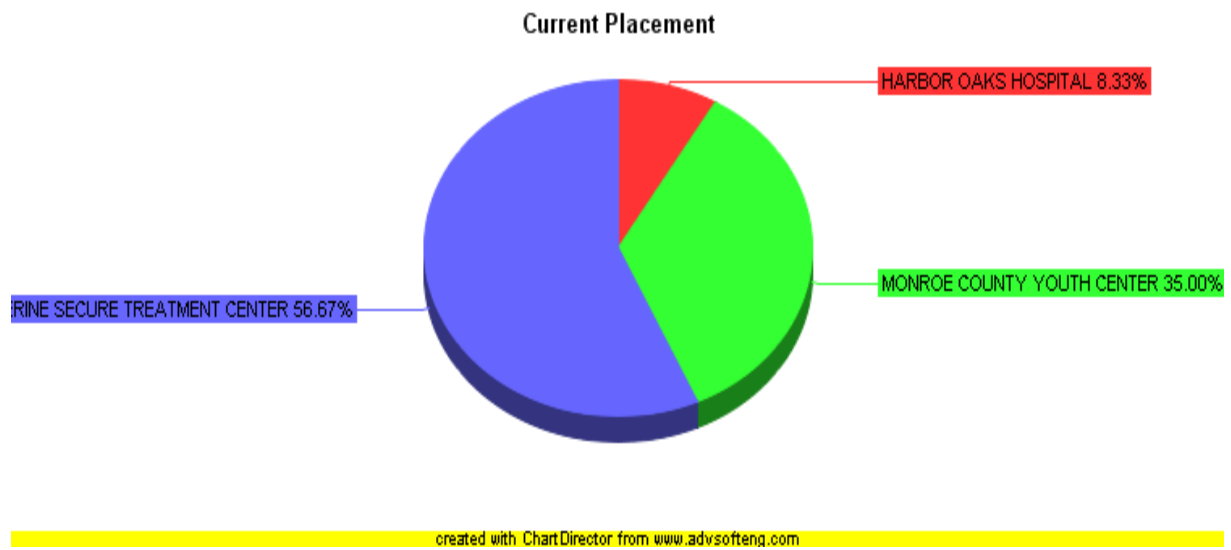
Note: If there is no data that meets the criteria selected, the resulting message will display:

There are no records that satisfy your query request

The Advanced Detail Report option provides the user with quite a few options for generating a final output that can be used as a distributable report.

The first screen provides the user the option to select the detailed fields from the demographic data available in the supporting tables of data (Again, this could vary from system to system).

Options:

"Fields Available" – This is a select box of fields that are defined in the system Data Dictionary for the tables Client Demographics, and Client Demographics PreCompile depending on the data source the user has selected. The list of available fields is controlled by the System Administrator, and includes the full list or a subset of the full list of fields that are part of the supporting tables.
Each field desired by the user to display on the final screen can be selected individually, and in the order by double-clicking on the item. After double-clicking on the item in the Field Available box, the item will then display in the Fields Selected box in the order of selection. (Double-clicking on the item in the Fields Selected box, will return the item to the Fields Available box, and remove the field from the final output).

"Exact Same as Last" – This feature is not available the first time the user steps through the Advanced Reporting option. This will be explained later in this document.

"Add all -->" – This feature will throw all of the available fields into the "Fields Selected" box, and therefore the final screen will show all fields.

"<--Remove All" – This feature will reset the boxes to the default value of no fields selected.

"Add Function" – This feature allows advanced users the option of creating custom SQL functions to perform special data handling:

"Look at Field Values" – This feature allows the user to view the values of a field before selecting it to be added to the list.

A new window will open displaying the possible values. If there are more than 20 values possible for the selected field, only the first 20 will display; otherwise, all possible values will display with the total number of possible listed. In this example, the field "AGERANGE" has been selected.

Once all of the fields desired are selected, the user should click on the option "Click Here Once Fields Have Been Selected" in the lower left hand corner of the screen.

The following screen provides the user the option to sort the resulting data using any of the selected fields. The fields should be selected in the desired order. That is, the first field selected will be the primary sort, and all subsequent fields selected will be secondary sorts in the order of selection.

Once the fields for sorting are selected, the user should click on the "Click here once sort fields have been selected" option in the lower left hand corner of the screen.
(Note: No fields need to be selected to proceed, but this will prevent use of some Advanced Features on later screens.)

The following screen is the final selection/options screen, and contains the controls for the final results screen.

"Final Output"

In this box is displayed the "raw" SQL statement that will generate the results on the final screen.

The "Click here to output results to screen: Limit screen results to the first _____ records" option is used to prevent a query from returning more possible records than a normal screen can support. A default of 200 is listed in the input box, and the checkbox for this option defaults to Unchecked. If this checkbox is not selected, the results will only display the number for the total records that where found meeting the criteria.

The "Click to use precompiled data for speed" checkbox relates to same option found on the main screen. Using this option will return data that has been precompiled over night into a table instead of using the complex query that pulls in up to the minute data. The query using precompiled data will return results much faster.

The "Click here to output results to downloadable CSV file (spreadsheet). All records output" checkbox will output a hyperlink on the results screen to allow the user access to a downloadable file that will pass directly into a spreadsheet program for further data manipulation.

Total number of records found: 776
Click here to download CSV file for spreadsheet

The "Click here to submit query to background processor. All records output. Use this option for long running queries." checkbox allows large or long running queries to be submitted to a background processor which allows the user to continue on with other tasks in the system while the query is running. The query results can then be accessed via Reports Queue.

At this point, the user could "Click to Run Query". The results will appear in a new window, and be formatted in a table. Included with the results will be the total number of records found, and the number of records actually output to the screen based on the user's selections.

Total number of records found: 464
Screen output limited to only first 200 records.

CLIENT NUMBER	CLIENTRACE	CLIENTRELIGION	CLIENTETHNICITY
0629902159	Black		
0629801256	Black		
0621006310	White	No Preference	Caucasian
0621012944	White	Select	Caucasian
0621013133	White	Select	Caucasian
0629934297	White	Christian	Caucasian
0621007095	White	Select	Caucasian
0621018373	Black	Select	African-American
0621001603	White	Select	Caucasian

After viewing the data, the user can close the results window, and go back to the final selection screen to change the output options.

The "Click for Advanced Presentation" button can be selected to provide the user with further formatting options for the final results. An additional section will appear on the screen with the Advanced Presentation options.

The first option now available to the user is to change the formatting of each of the fields that have been selected or output. The drop down box next to the field name allows the user to numeric grouping of data for the breaks (breaks are discussed a little bit later).

Note: These options are only applied to numeric fields.

The name of the field is displayed in an input box to the right of the grouping option drop down. This allows the user to customize the results table with a different column heading if the field name is not formatted properly.

Default column headings and:

Modified column headings.

The Format option allows user defined formatting of the field. In most cases this would be applied to a numeric field to limit the number of decimal places displayed, or to add a dollar or percent sign to the field value if applicable.

The Align option allows the user the option of aligning the data in the columns.

After advanced options are entered, the "Click to Run Query" button will display the results again in a separate window.

Click to print this report   Tips for improved printing

◉ Portrait   ○ Landscape

◉ No borders   ○ Borders

◉ Generate page numbers   ○ Let Explorer handle page numbers

Listing of Clients that meet following criteria

Provider: All Public Facilities
For All Currently Placed Clients

Listing of Clients that meet following criteria

Page 1

Provider: All Public Facilities
For All Currently Placed Clients

Client Number	Client Race	Client Religion	Client Ethnicity
0629910729	American Indian/Alaskan Native		Native American
0629935944	American Indian/Alaskan Native	No Preference	Native American
0621022331	American Indian/Alaskan Native	Unknown	Native American
0621010389	American Indian/Alaskan Native	Christian	Caucasian
0629931627	American Indian/Alaskan Native	None	Native American
0621022009	American Indian/Alaskan Native	Other	Native American
0621019023	American Indian/Alaskan Native	No Preference	Native American

The user is now provided with additional formatting and printing options not previously available (these will be discussed in further detail later).

Note: All of the records returned by the query are displayed to the screen regardless of whether or not the "Click here to output results to screen" checkbox is checked.

The final item in the Advanced Presentation section is the grouping option. This option is based on the first field selected for sorting. A break in the report can be generated by selecting the field for grouping/break, or the user can select to suppress detail.

[Q_CLIENTCOUNTPRECOMPILE].[CLIENTETHNICITY]	▾	Client Ethnicity	Forma

Select from the following grouping options: Click to suppress detail: ☐

| [Q_CLIENTCOUNTPRECOMPILE].[CLIENTRACE]	Check to Group/Break on this field: ☐

Selecting a group/break will give a results screen that contains a pie chart:

Click to print this report   Tips for improved printing

⦿ Portrait   ○ Landscape

⦿ No borders   ○ Borders

⦿ Generate page numbers   ○ Let Explorer handle page numbers

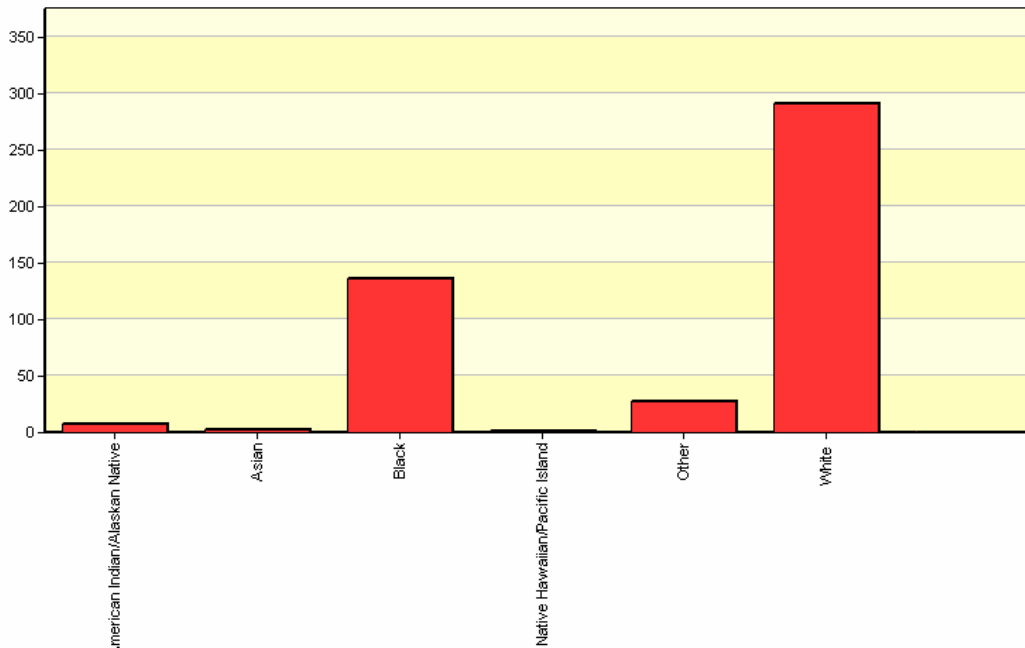### Listing of Clients that meet following criteria

Provider: All Public Facilities
For All Currently Placed Clients
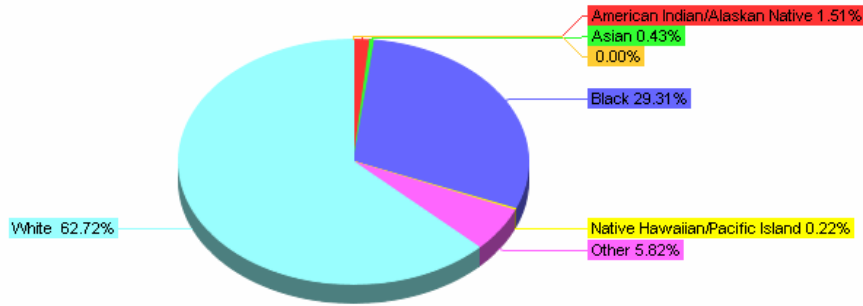
That can be clicked on once to toggle to a bar chart:

Listing of Clients that meet following criteria

Provider: All Public Facilities
For All Currently Placed Clients

Below the charts, the data is now presented with the groupings and format defined:

Listing of Clients that meet following criteria

Provider: All Public Facilities
For All Currently Placed Clients

Client Number	Client Race	Client Religion	Client Ethnicity
0629910729	American Indian/Alaskan Native		Native American
0629935944	American Indian/Alaskan Native	No Preference	Native American
0621022331	American Indian/Alaskan Native	Unknown	Native American
0621010389	American Indian/Alaskan Native	Christian	Caucasian
0629931627	American Indian/Alaskan Native	None	Native American
0621022009	American Indian/Alaskan Native	Other	Native American
0621019023	American Indian/Alaskan Native	No Preference	Native American

7 records
American Indian/Alaskan Native

Client Number	Client Race	Client Religion	Client Ethnicity
0621008242	Asian	Select	
0629927415	Asian	None Specified	

2 records
Asian

Client Number	Client Race	Client Religion	Client Ethnicity
0621006145	Black	None	African-American
0621015335	Black	Unknown	African-American
0629936845	Black	Christian	African-American

Now, when the user closes the field selection and formatting screen, and returns to the main criteria selection screen, and then selects to "Run Query Now" again, the field selection screen is again displayed:

Select from the following fields

Fields Available for Query (double click to add)

Exact Same as Last
Add All-->
<--Remove All
Add Function
Look at field values*

Fields Selected for Query (double click to remove)

CLIENTLANGUAGE
COMMITTING_COUNTY
AGERANGE
CLIENTAGE
DHS NUMBER
LEGAL STATUS
RISKLEVEL
JISNUMBER
CMT
PROVIDER SERVICE CODE
PROVIDERNAME
PROVIDERCODE
PUBLICORPRIVATE
WING
SERVICECODE
SERVICEPROVIDED
ADMISSIONDATE
RELEASEDATE
CURRENTLOS
GENDER
CURRENTSECURITYLEVEL
SECURITYLEVEL
DATEENROLLED
JJOFFENSESDESCRIPTION
SECURITYOVERRIDEDESC
ZIPCODE
ZIPCITY
GEDORGRAD
SPEC ED ELIGIBLE
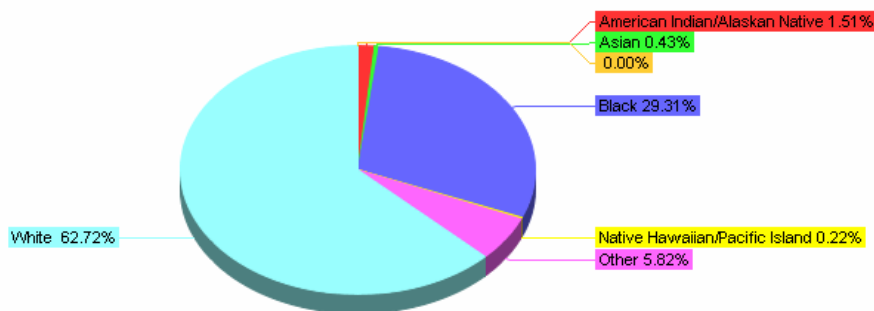
CLIENT NUMBER
CLIENTRACE
CLIENTRELIGION
CLIENTETHNICITY

Click here once fields have been selected   * Single click on field (left box), then click on hyperlink to display up to 20 distinct values in database

If the use has only changed the criteria options from the Main screen, they can now use the "Exact Same as Last" option to immediately display the results screen without having to reselect all of the formatting options:

Listing of Clients that meet following criteria

Provider: All Public Facilities
For All Currently Placed Clients

American Indian/Alaskan Native 1.51%
Asian 0.43%
0.00%
Black 29.31%
White 62.72%
Native Hawaiian/Pacific Island 0.22%
Other 5.82%

Listing of Clients that meet following criteria   Page 1

Provider: All Public Facilities
For All Currently Placed Clients

Client number	Clientrace	Clientreligion	Clientethnicity
0629910729	American Indian/Alaskan Native		Native American
0629935944	American Indian/Alaskan Native	No Preference	Native American
0621022331	American Indian/Alaskan Native	Unknown	Native American

Printing Options
once the results screen is displayed, there are options to format the page for printing.

Click to print this report   Tips for improved printing

◉ Portrait   ○ Landscape

◉ No borders   ○ Borders

◉ Generate page numbers   ○ Let Explorer handle page numbers

The orientation of the report can be controlled with the Portrait/Landscape radio buttons.

The No Borders/Borders radio buttons control the look of the table generated for the data. It the report you want print would be easier to view with borders around each cell, use this feature to control.
This is without borders:

Ad Hoc Query Basic Sample
Provider: All Public Facilities
For All Currently Placed Clients

| Client Number	Client Race	Client Religion	Client Ethnicity	Current LOS
0621001935	American Indian/Alaskan Native	Unknown	Native American	30
0621030705	American Indian/Alaskan Native	Select	Native American	55
0621010389	American Indian/Alaskan Native	Christian	Caucasian	608
0621019655	American Indian/Alaskan Native	No Preference	Native American	105
0621029698	American Indian/Alaskan Native	Select	Native American	42
0621023441	American Indian/Alaskan Native	Roman Catholic	Native American	24

This is with borders:

Listing of Clients that meet following criteria   Page 1

Ad Hoc Query Basic Sample
Provider: All Public Facilities
For All Currently Placed Clients

Client Number	Client Race	Client Religion	Client Ethnicity	Current LOS
0621001935	American Indian/Alaskan Native	Unknown	Native American	30
0621030705	American Indian/Alaskan Native	Select	Native American	55
0621010389	American Indian/Alaskan Native	Christian	Caucasian	608
0621019655	American Indian/Alaskan Native	No Preference	Native American	105
0621029698	American Indian/Alaskan Native	Select	Native American	42

The option to Generate Page Numbers or Let Explorer handle page numbers relates to the options that are available when printing from the Web Browser. You can choose to have page numbers generated by Internet Explorer when the page is printed. This is controlled on you Web Browser under File→Page Setup:
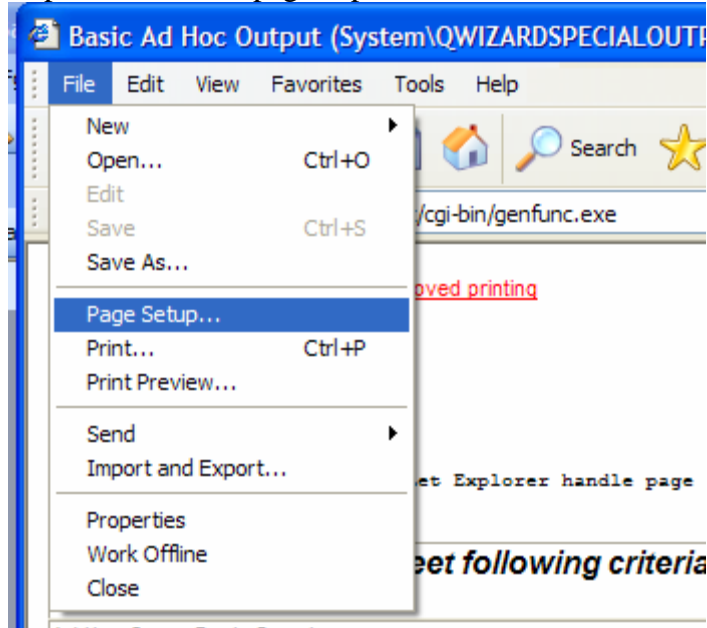
In the Page Header and Footer sections, the page number designations can be removed to avoid having the Page Numbers show up automatically.
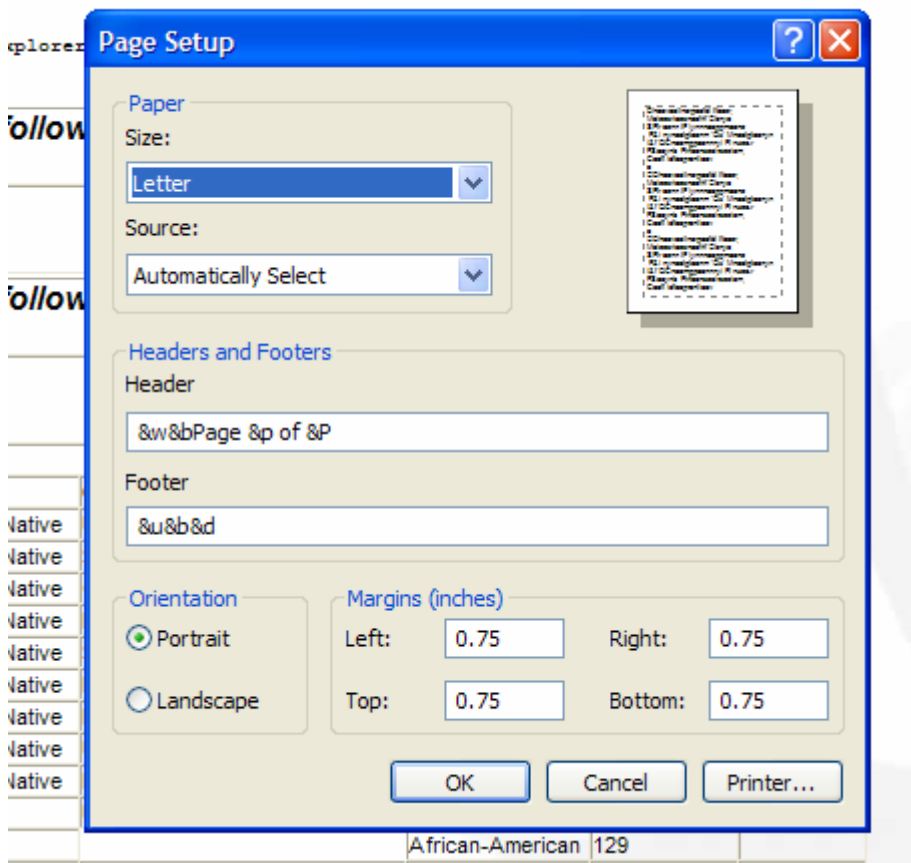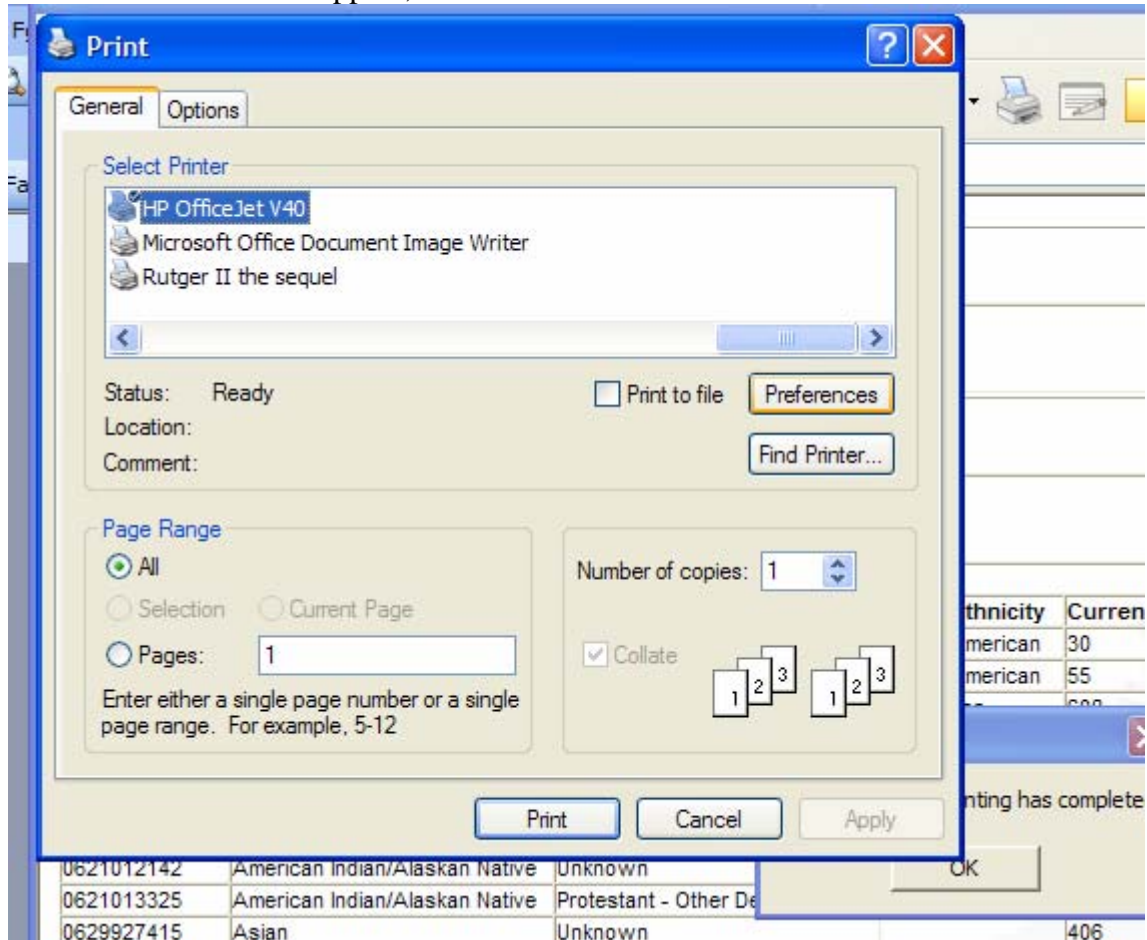

When ready to print, choose the option "Click to print this Report". Your normal print option window will display. At this point, user action is required to set the orientation to Landscape only if the Landscape radio button is selected. The user is prompted:
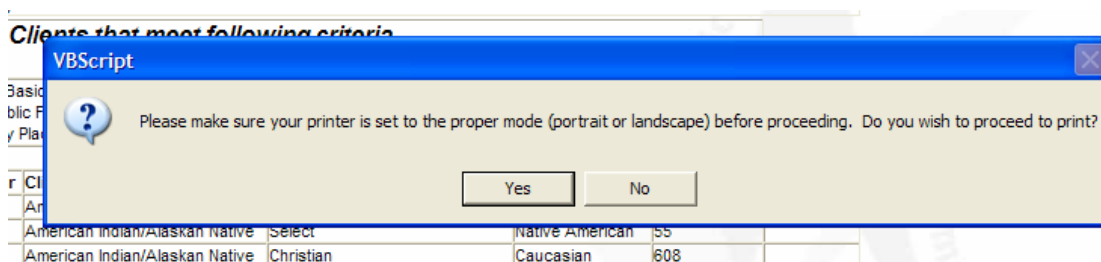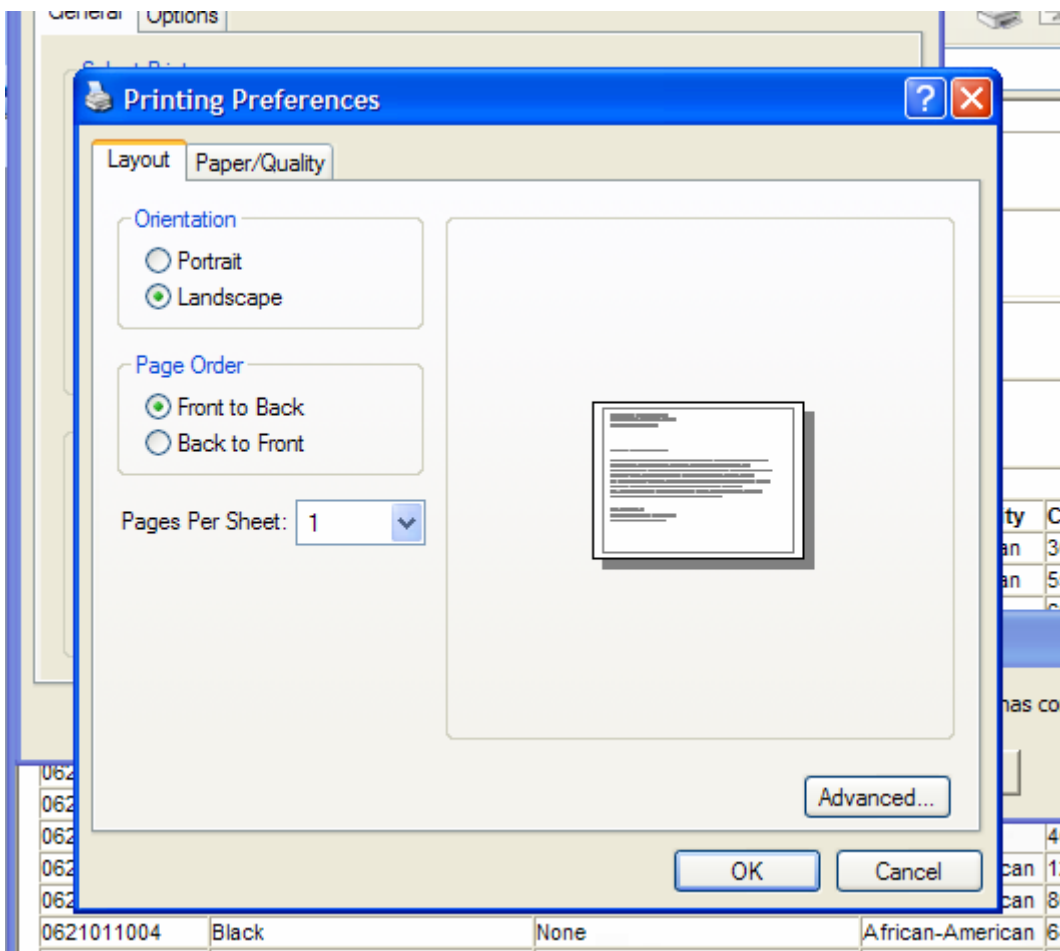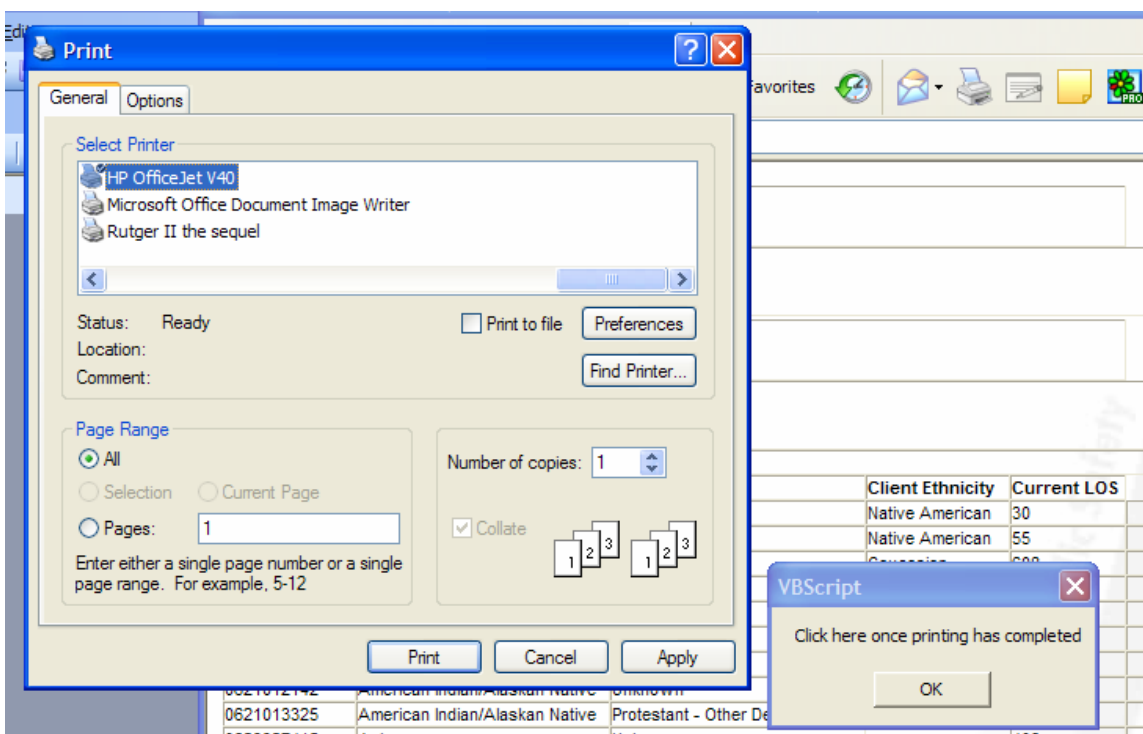

Click Yes to proceed.

From the next screen to appear, choose "Preferences":

Then choose the Landscape orientation option:

And click OK.
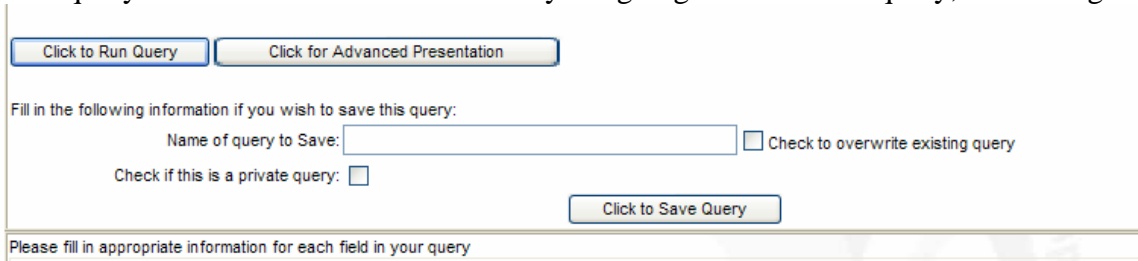
NOTE: This will have to be done every time the report is printed; your web browser will not retain this value, and will always return to the default of Portrait.

The click Print and OK to return to your results screen.

Saving this Query for future use.

This query can be retained for future use by assigning a name to the query, and saving.

If this query is to be saved to only allow you to see again, select the checkbox "Check if this is a private query". When accessing the save queries, you will be the only user allowed to see this query name; otherwise, all users that access the Query Wizard will be allowed to access this query, and run it

Monthly Business Reports

To access Monthly Business Reports, go to your quick navigator and click on Custom Reports. You will then select number 7 on your menu, please see below
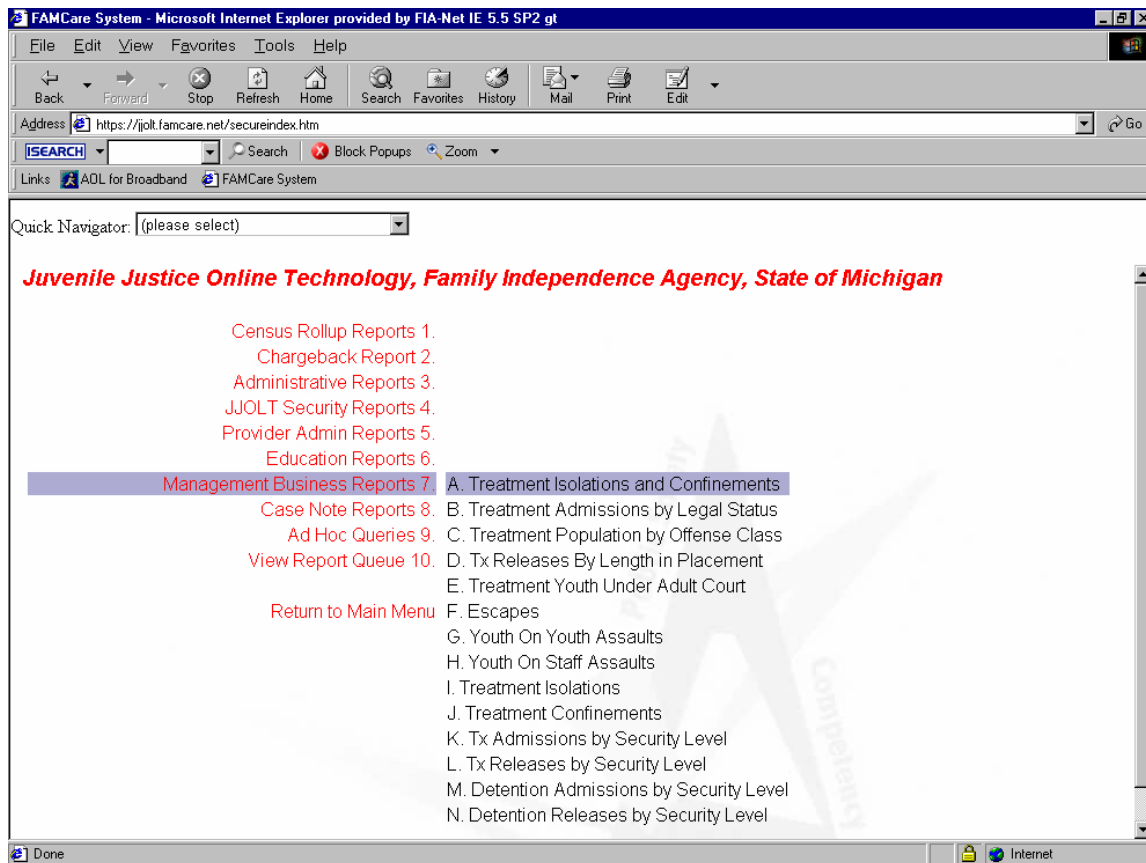
Click on the report you wish to run, select desired date ranges before clicking submit.
Please refer to example on the next page

Once you submit report, the system will direct you to your reports queue. You can also access your report queue by clicking number 9 on your custom report menu. The most recent report will be at the top; once it is completed in access you can view report
Once again please refer to the example on the following page.

The following pages will show examples how each report will appear

File   Go   Favorites   Help

Address https://jjolt.famcare.net/DYNIMAGE/28580.SNP

ISEARCH   Search   Block Popups   Zoom

Links   AOL for Broadband   FAMCare System

Monthly Business - Treatment
Isolations and Confinements

Report For Clients Isolated or Confined From   1/1/2005   To   1/31/2005

Facility	Youth Days	Isolations/Confinements	Event/100 Youth Days
Facility Category: Residential Placement			
Adrian Training School	1837	462	25.15
Bay Pines Center	1152	32	2.78
Woodland Center	4984	74	1.48
Sequoyah Center	1714	9	0.53
Nokomis Challenge Center	968	4	0.41
Sub Total:	10655	581	
Total:	10655	581	

File   Go   Favorites   Help

Address https://jjolt.famcare.net/DYNIMAGE/28636.SNP

ISEARCH   Search   Block Popups   Zoom

Links   AOL for Broadband   FAMCare System

Monthly Business - Treatment Admissions by Legal Status

Report For Clients Admitted From   2/1/2005   To   2/15/2005

Legal Status	Number of Clients
Not Identified	39
Total Number of Clients with Legal Status:	**39**

Note: This report is good for any period from 09/01/2001 or later.

Unknown Zone

File   Go   Favorites   Help

Address https://jjolt.famcare.net/DYNIMAGE/28637.SNP

Links   AOL for Broadband   FAMCare System

Monthly Business - Treatment Population by Offense Class

Report For Population Census On 2/1/2005

Offense Level	Number of Clients
100-199	95
200-299	138
300-399	336
400-499	213
500-599	93
N/A	108
Total Population:	**983**

Address https://jjolt.famcare.net/DYNIMAGE/28218.SNP
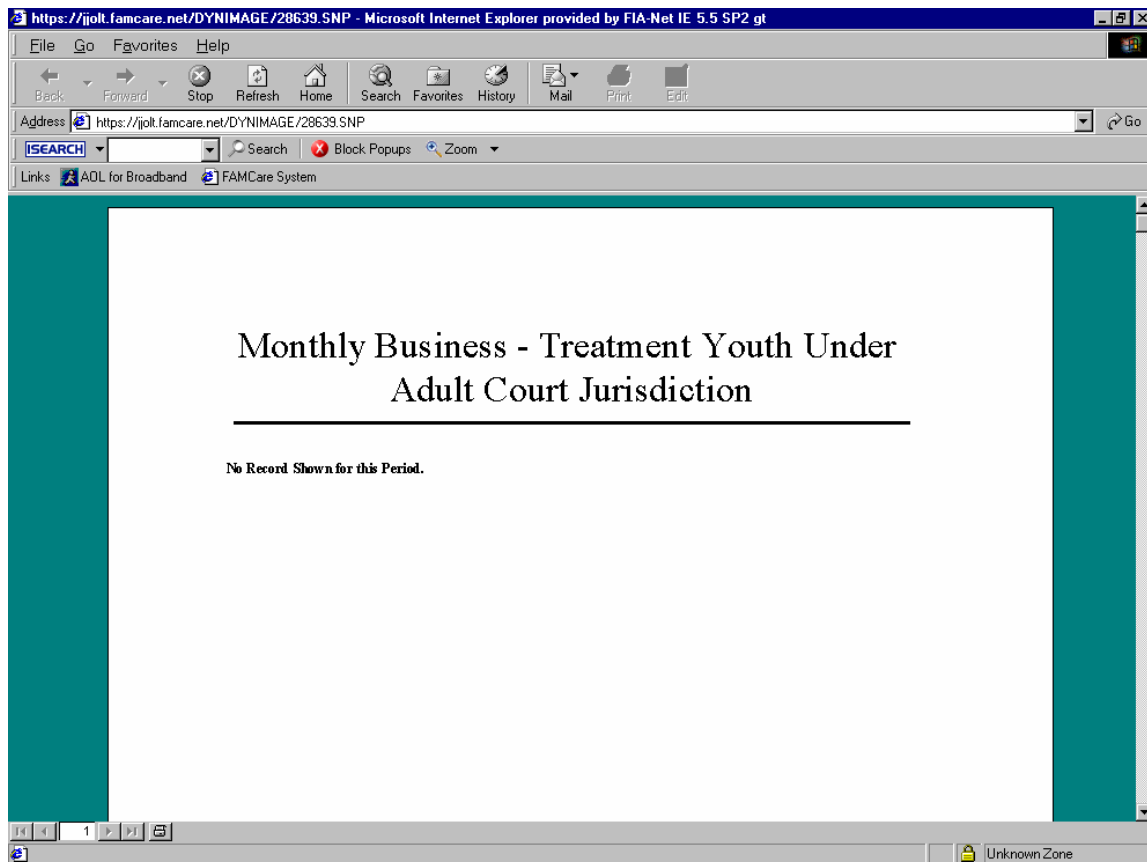
Links AOL for Broadband   FAMCare System

Monthly Business BJJ Treatment Releases by Length in Placement

Report For Clients Released From 2/15/2005   To   2/17/2005

Facility Name	Facility Code	Clients Released	Average LOS
Adrian Training School	CS460200931	1	279.0 days
	Total Releases:	1	

Monthly Business - Treatment Youth Under Adult Court Jurisdiction

No Record Shown for this Period.

Address https://jjolt.famcare.net/DYNIMAGE/28220.SNP

Links AOL for Broadband   FAMCare System

Monthly Business BJJ Escape
(Including Detention Clients)

Report For Clients Escaped From   **To**

Facility Escape Occurs   **Clients Escaped**

Security Level:

Total: **#Error**

Monthly Business - Youth on Youth Assaults

Report For Assaults Occurring From 2/1/2005   To   2/15/2005

Facility	Youth Days	Number of Assaults	Event/100 Youth Days
Facility Category: Residential Placement			
Woodland Center	2371	6	0.25
Sequoyah Center	837	1	0.12
Adrian Training School	876	1	0.11
Sub Total:	4084	8	
Facility Category: CJC			
Macomb County Juvenile Justice Ce	1400	2	0.14
Sub Total:	1400	2	
Total:	5484	10	

Monthly Business - Youth on Staff Assaults

Report For Assaults Occurring From 2/1/2005   To   2/15/2005

Facility	Youth Days	Number of Assaults	Event/100 Youth Days
Facility Category: Residential Placement			
Bay Pines Center	572	1	0.17
Sequoyah Center	837	1	0.12
Sub Total:	1409	2	
Facility Category: Private Agency Master			
Harbor Oaks Hospital	45	1	2.22
Sub Total:	45	1	
Facility Category: CJC			
Macomb County Juvenile Justice C	1400	1	0.07
Sub Total:	1400	1	

Monthly Business - Treatment Isolations

Report For Clients Isolated From   1/1/2005   To   1/31/2005

Facility	Youth Days	Number of Isolations	Event/100 Youth Days
Facility Category: Residential Placement			
Adrian Training School	1837	45	2.45
Woodland Center	4984	55	1.10
Sequoyah Center	1714	8	0.47
Nokomis Challenge Center	968	2	0.21
Sub Total:	9503	110	
Total:	9503	110	

Monthly Business - Treatment Confinements

Report For Clients Confined From 1/1/2005   To 1/31/2005

Facility	Youth Days	Number of Confinements	Event/100 Youth Days
Facility Category: Residential Placement			
Adrian Training School	1837	417	22.70
Bay Pines Center	1152	32	2.78
Woodland Center	4984	19	0.38
Nokomis Challenge Center	968	2	0.21
Sequoyah Center	1714	1	0.06
Sub Total:	10655	471	
Total:	10655	471	

File   Go   Favorites   Help

Back   Forward   Stop   Refresh   Home   Search   Favorites   History   Mail   Print   Edit

Address https://jjolt.famcare.net/DYNIMAGE/28661.SNP   Go

ISEARCH   ▼   Search   Block Popups   Zoom ▼
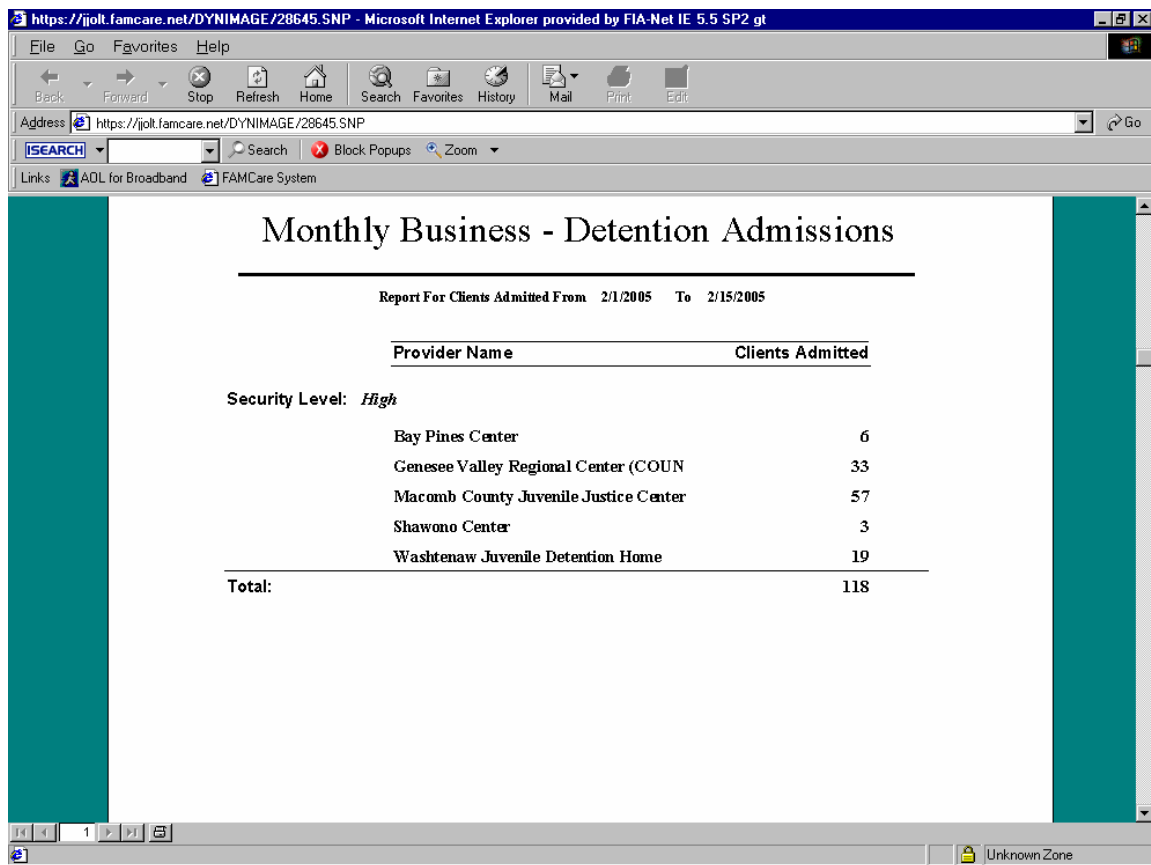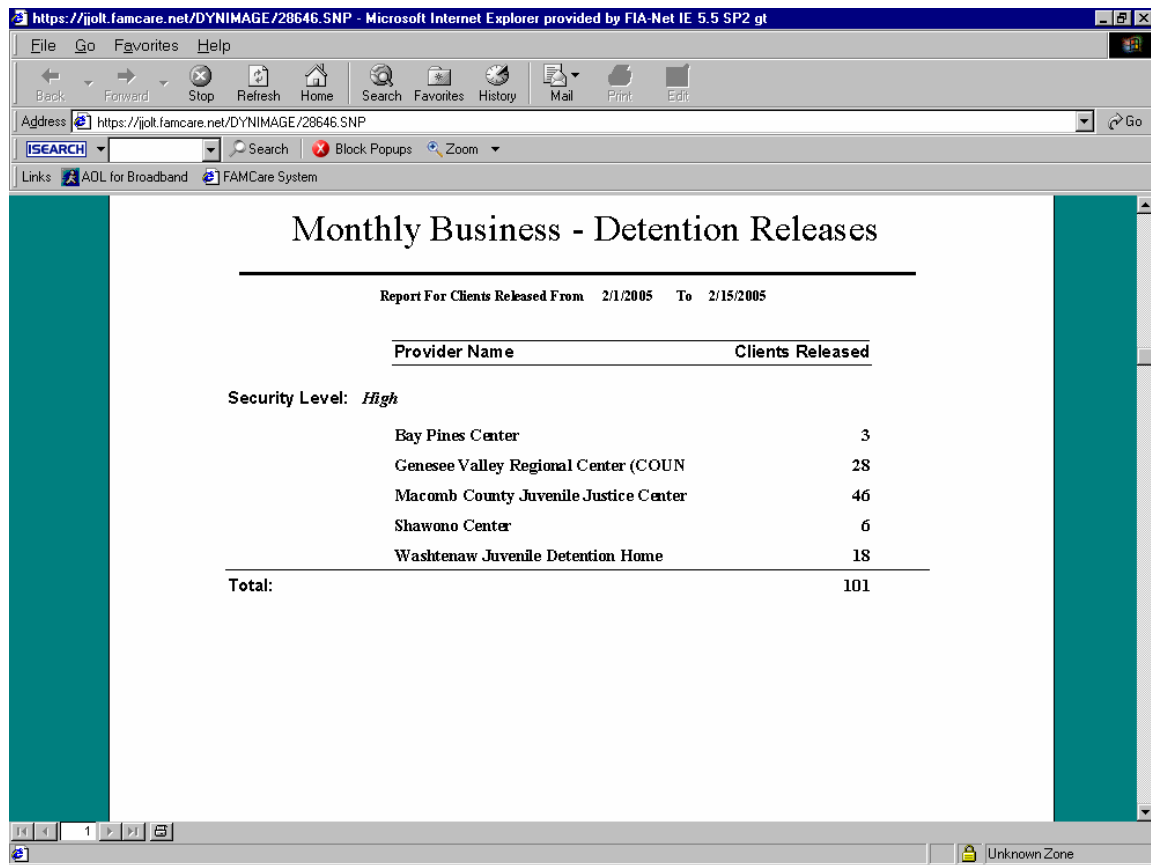
Links   AOL for Broadband   FAMCare System

Monthly Business - Treatment Admissions by Security Level

Report For Clients Admitted From   2/1/2005   To   2/15/2005

Provider Name	Clients Admitted
Security Level: *High*	
Wolverine Secure Treatment Center	1
Total:	**1**

|◄ ◄   1   ► ►| 🖨

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https://jjolt.famcare.net/DYNIMAGE/28644.SNP - Microsoft Internet Explorer provided by FIA-Net IE 5.5 SP2 gt

File   Go   Favorites   Help

Back   Forward   Stop   Refresh   Home   Search   Favorites   History   Mail   Print   Edit

Address https://jjolt.famcare.net/DYNIMAGE/28644.SNP

ISEARCH   Search   Block Popups   Zoom

Links   AOL for Broadband   FAMCare System

Monthly Business - Treatment Releases   by Security Level

Report For Clients Released From   2/1/2005   To   2/15/2005

Provider Name	Clients Released
Security Level: _High_	
Wolverine Secure Treatment Center	1
Woodland Center	3
Total:	**4**

Monthly Business - Detention Admissions

Report For Clients Admitted From   2/1/2005   To   2/15/2005

Provider Name	Clients Admitted
Security Level: *High*	
Bay Pines Center	6
Genesee Valley Regional Center (COUN	33
Macomb County Juvenile Justice Center	57
Shawono Center	3
Washtenaw Juvenile Detention Home	19
Total:	118

Monthly Business - Detention Releases

Report For Clients Released From   2/1/2005   To   2/15/2005

Provider Name	Clients Released
Security Level: *High*	
Bay Pines Center	3
Genesee Valley Regional Center (COUN	28
Macomb County Juvenile Justice Center	46
Shawono Center	6
Washtenaw Juvenile Detention Home	18
Total:	**101**

FAMCare® Dashboard

Setting up and using the Dashboard Feature

The Dashboard is a new feature that enables users to view a panel of frequently used charts and graphs from one location. Each time the Dashboard is accessed, the data is refreshed to reflect the current information.
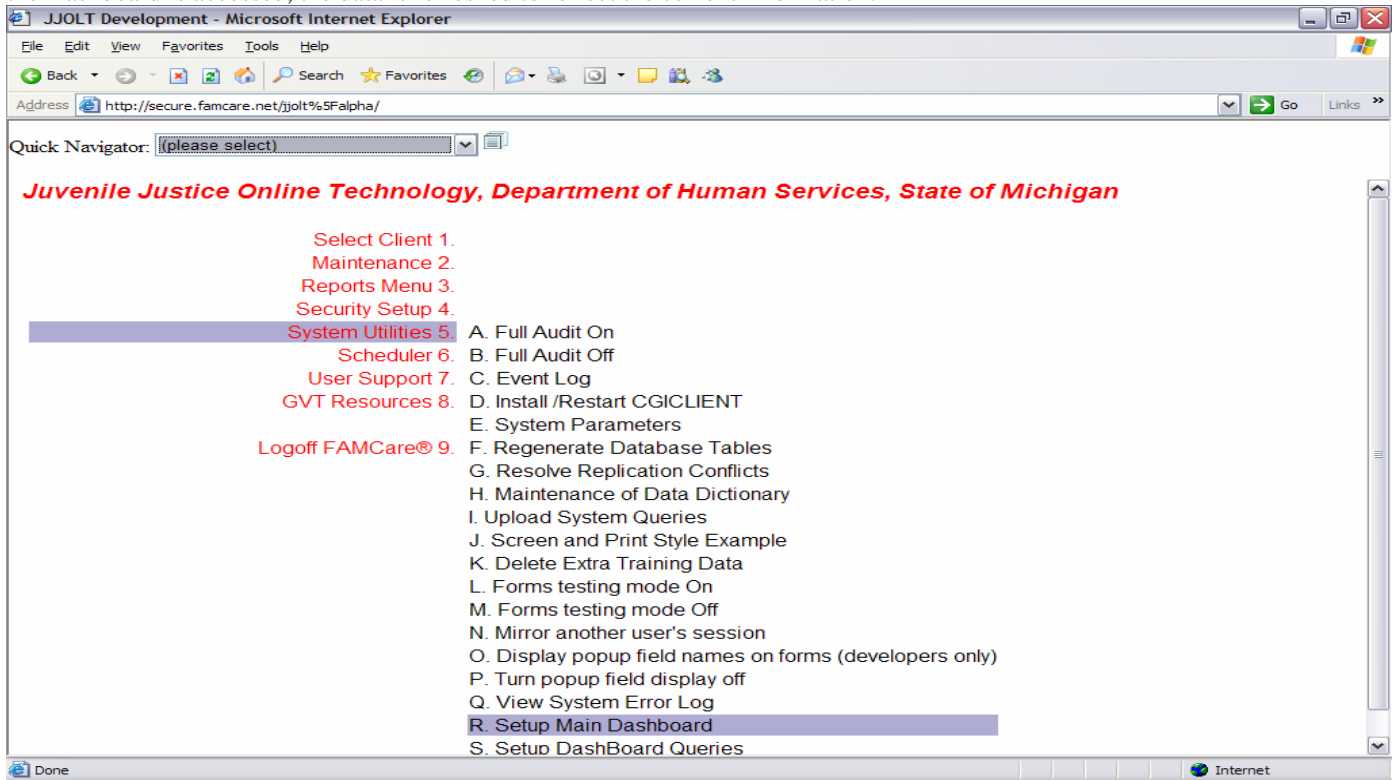
From the **Main Menu:**
- Select System Utilities
- From the Master Menu, Select Setup Main Dashboard
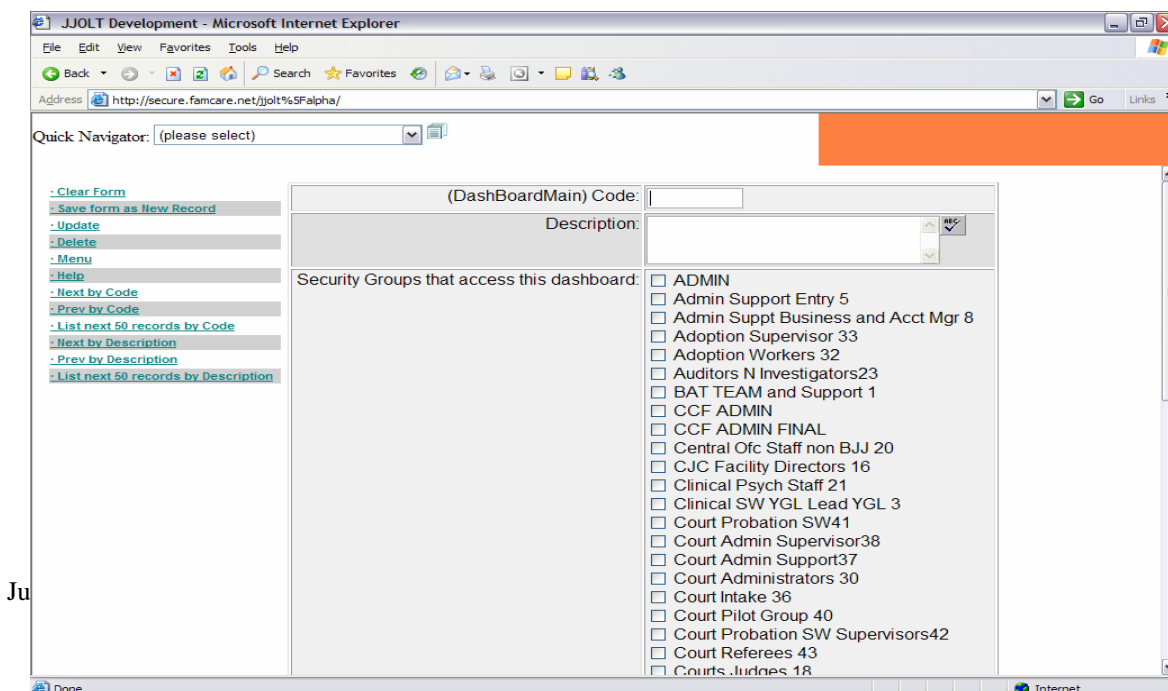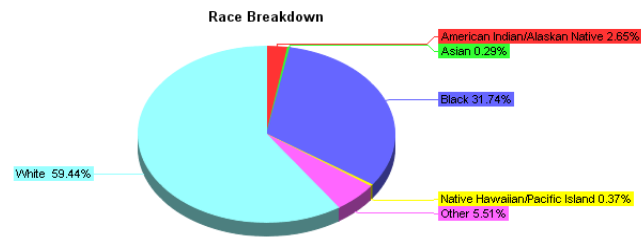

Setup Main Dashboard Interface:
Left List Menu:
- **Clear Form** – Clears form without saving
- **Save Form as a New Record** – Provides the ability to add a new record or to use an existing dashboard as a template to

save under a new name
- **Update** – Saves changes to dashboard record
- **Delete** – Deletes selected dashboard record
- **Menu** – Hyperlink Directs to Main Menu
- **Help** – Not available at this time
- **Next by Code** – Navigates to the *NEXT* dashboard by code
- **Prev by Code** – Navigates to the *PREVIOUS* dashboard by code
- **List Next 50 Records by Code** – Lists the *NEXT* 50 records (dashboards) by code starting with the current record
- **Next by Description** – Navigates to the *NEXT* dashboard by description
- **Prev by Description** – Navigates to the *PREVIOUS* dashboard by description
- **List Next 50 Records by Description** – Lists the *NEXT* 50 records (dashboards) by description starting with the current record

Input fields:
- **Dashboard Main Code** – Recommend using single word name (MAIN, EDUCATION, ACCOUNTING, etc.)
- **Description –** Assign a descriptive name for the dashboard. This description will appear in the dropdown menu where Dashboards are selected for use.
- **Security Groups that access this dashboard** – Select each group that will need permission to view this dashboard.

Setup Dashboard Queries

Main Menu:
- Select System Utilities
- Select Setup Dashboard Queries
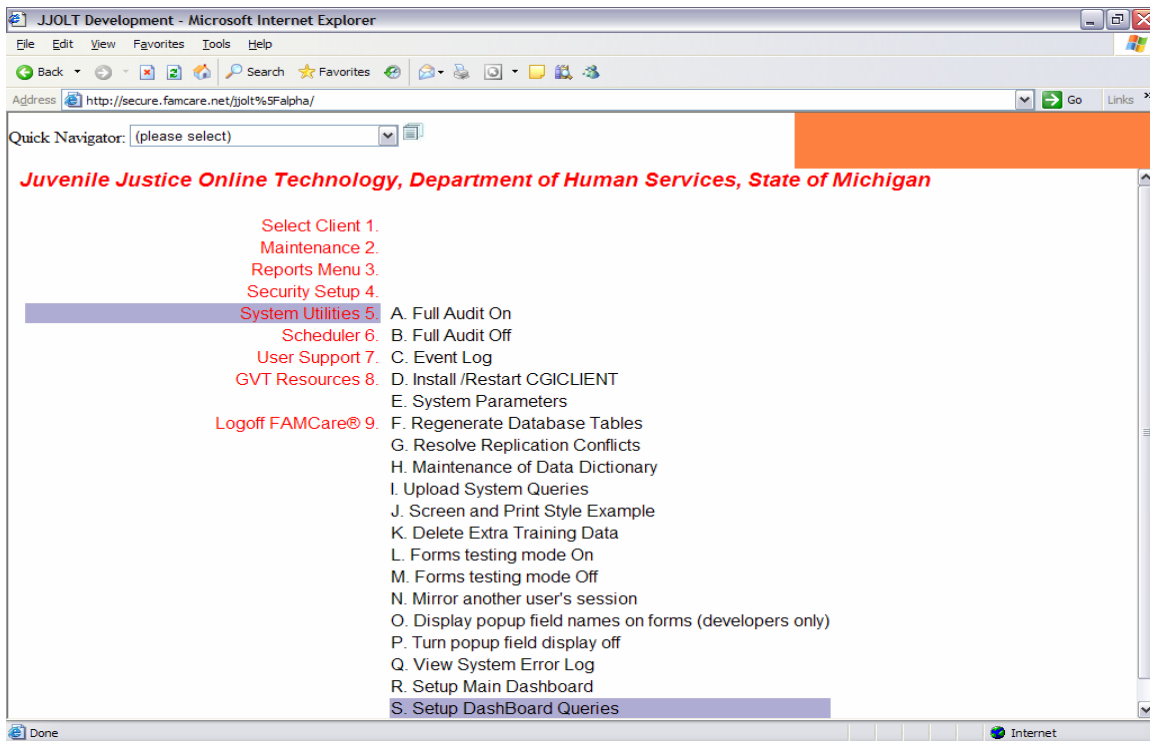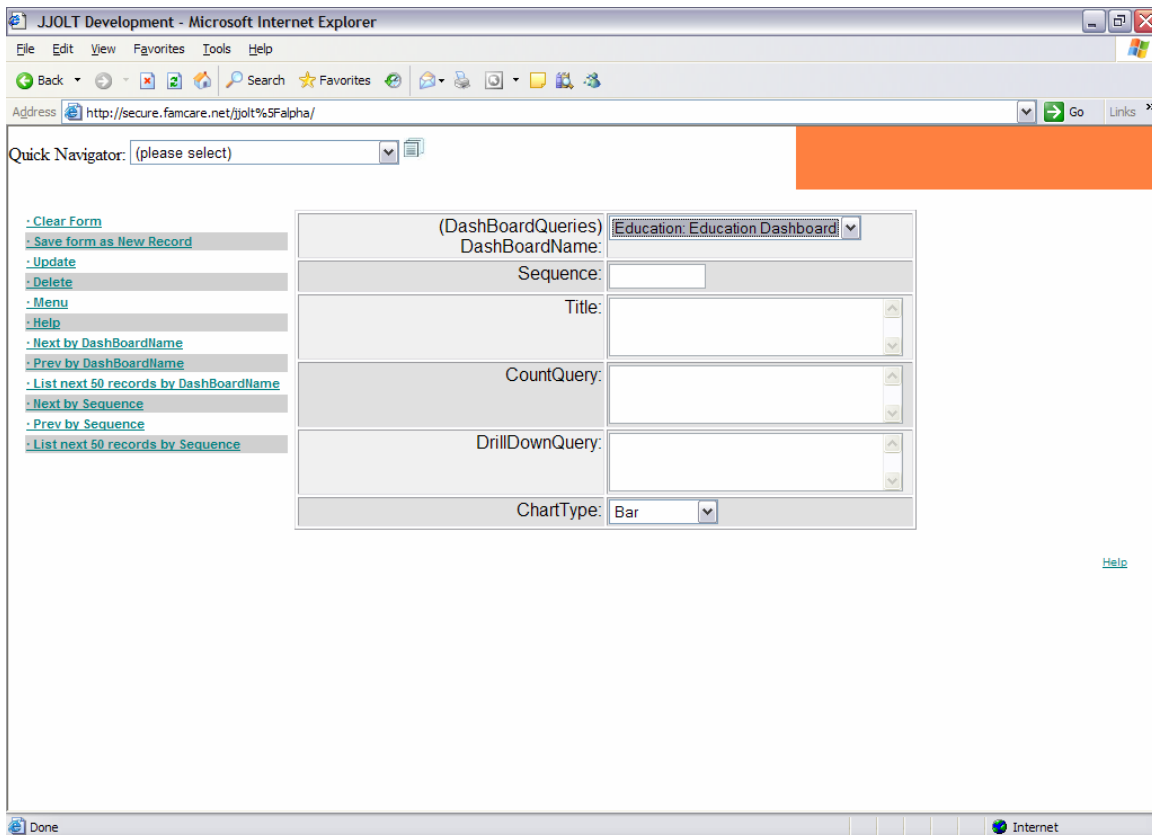
Left List Menu:

- **Clear Form** – Clears form without saving
- **Save Form as a New Record** – Provides the ability to create a new query/chart or to use an existing query/chart as a template to save under a new name *(to add this query/chart to multiple dashboards, select a query, select a different dashboard name, and click save form as new record)*
- **Update** – Saves changes to query record
- **Delete** – Deletes selected query record
- **Menu** – Hyperlink Directs to Main Menu
- **Help** – Not available at this time
- **Next by Dashboard Name** – Navigates to the *NEXT* query by Dashboard Name
- **Prev by Dashboard Name** – Navigates to the *PREVIOUS* query by Dashboard Name
- **List Next 50 Records by Dashboard Name** – Lists the *NEXT* 50 queries by Dashboard Name starting with the current record
- **Next by Sequence** – Navigates to the *NEXT* query by sequence
- **Prev by Sequence**– Navigates to the *PREVIOUS* query by sequence
- **List Next 50 Records by Sequence** – Lists the *NEXT* 50 queries by sequence starting with the current record

Input fields:

- **(Dashboard Queries) Dashboard Main** – Select the dashboard that will be used to host the new chart/query.
- **Sequence –** Assign a sequence number to the chart. This number will be used to position the chart on the dashboard.
- **Title** – Gives a descriptive title to the chart
- **Count Query**– This is the SQL Statement (Formatted in Access, or SQL Server format) that will return the numbers which control the charts.
  There are two types of charts, two and Three Dimensional. Basic Bar and Pie charts are Two Dimensional, and depth charts are Three Dimensional. The SQL Statements therefore will require either two or three data fields returned.
- **Drilldown Query** – This is the SQL Statement that will return the values the user sees when clicking on the chart to drill down to the detail. For the most part, the Count Query and the Drilldown Query can be the same. Each field will need to be completed, but the Drilldown can be formatted to better represent the data for the user.
- **Chart Type -** There are six types of charts available to choose from.

Pie Chart (Two Dimensional):

Pie charts should only be used if you want to show proportions. This chart type emphasizes the relationship between the whole and each part of that whole.

Race Breakdown

American Indian/Alaskan Native 2.65%
Asian 0.29%
Black 31.74%
White 59.44%
Native Hawaiian/Pacific Island 0.37%
Other 5.51%

Bar Chart (Two Dimensional):

The bar chart is undoubtedly the king of all chart types. Its very simplicity is what makes it so useful for a range of data types. It is the best chart type to use if you need to compare data and/or values.
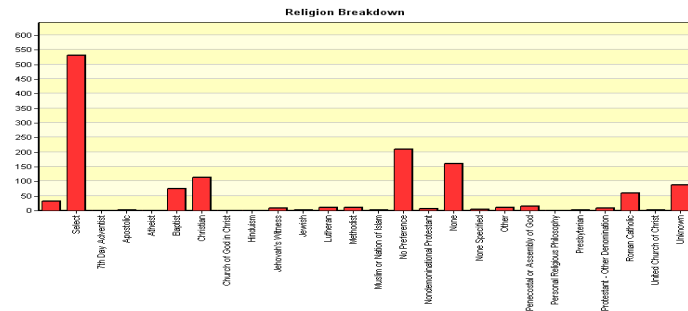
Stacked Bar Chart (Three Dimensional):

This type of chart shows the relationship of individual items to the whole. Stacked bar charts are more accurate than pie chart, because distances can be more accurately estimated than areas.
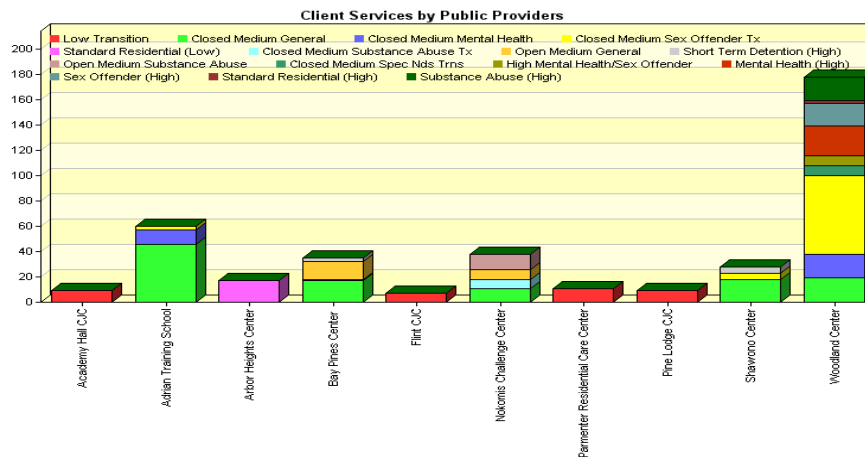
Bar Percent Chart (Three Dimensional):

This type of chart compares the percentage that each value contributes to a total across categories.
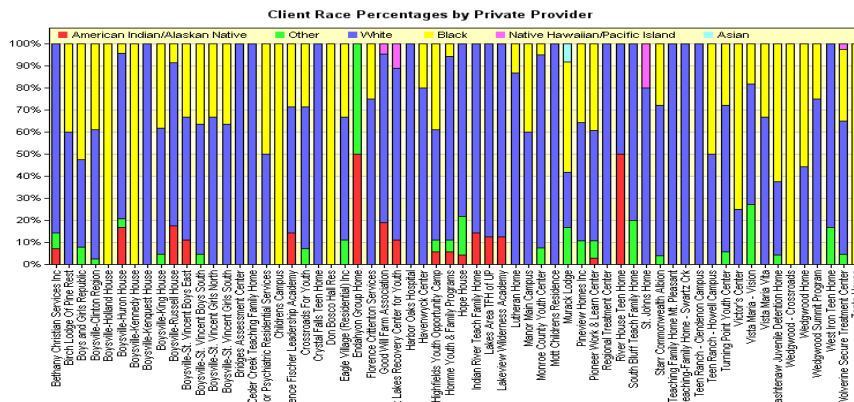
Bar Depth Chart (Three Dimensional):

This is a 3-D chart and compares values across categories and across series. In this chart, the X axis represents the public provider location, the Y axis represents the number of clients and the depth represents the race.
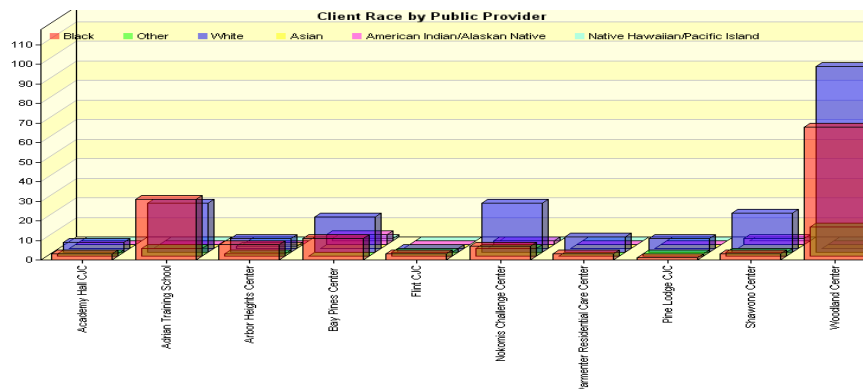
Line Chart (Three Dimensional):

This chart will plot an X axis of sequential numeric data (the first set of numbers in the query) with the Y-axis data (the second set of numbers in the query). This is generally useful in trend charting where the X axis represents previous equal time periods and the Y axis represents a count, minimum, maximum, or average of aggregate data.
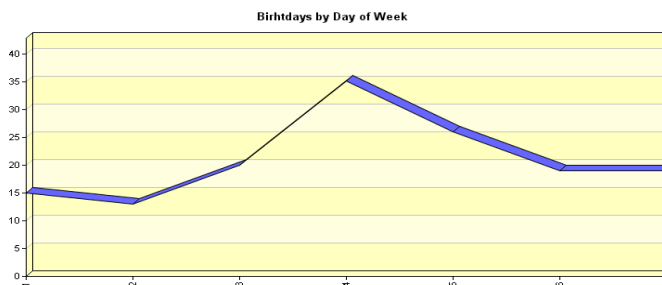
User Interface:

Users are assigned to groups by the system administrator. These groups are used to grant access to specific dashboards. Groups may be granted permission to more than one dashboard.   To access the Dashboard:

Select **Dash Board** from the Quick Navigator Menu
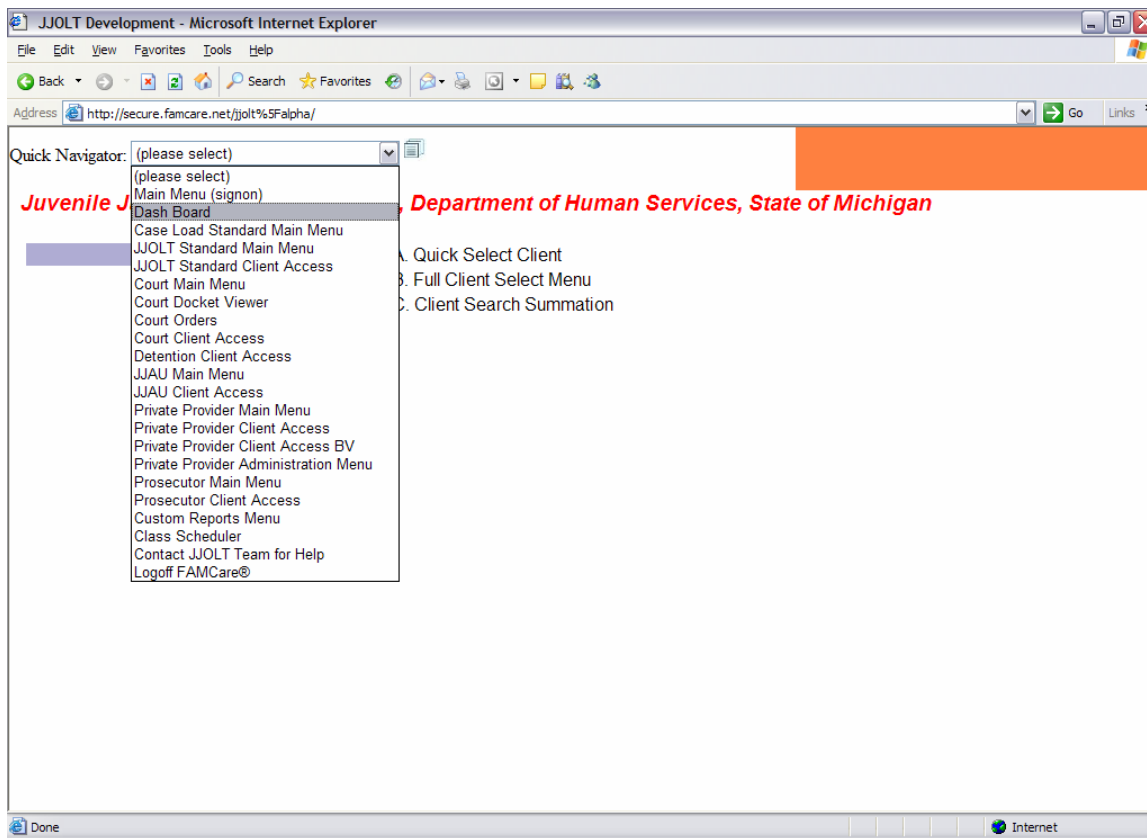
If the users group has been assigned to only one dashboard, by default the user will be directed to that dashboard. However, if the users group has been assigned to multiple dashboards, the user may select which dashboard they wish to view. To choose one of the dashboards for viewing:

Select the dashboard you wish to view from the **"Please select one of the available dashboards to view"** drop-down list.
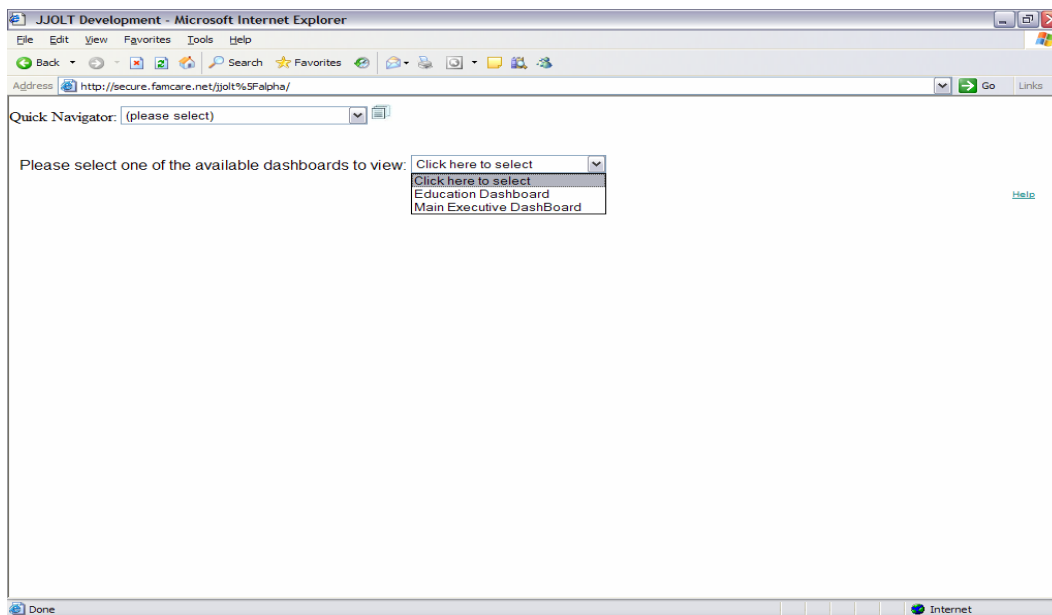
A sample dashboard is shown below:
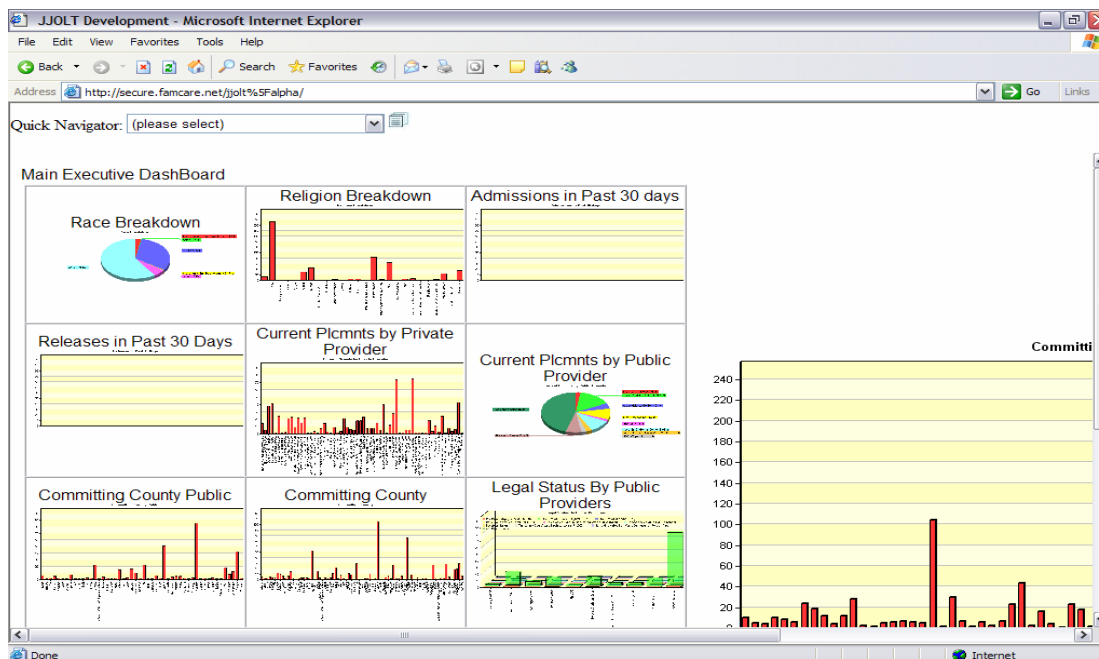
Navigating the Dashboard:

To view a dashboard item, simply move your mouse over the chart/graph. The dashboard item will then appear in the right portion of the screen for easy viewing. Clicking on an item once will display the data details that were used to create the chart, in a table format.

General Overview

The Queue manager is a program that runs and constantly monitors a table in the master database called "Queue". The purpose of the Queue Manager is to take the control of reporting from the cgi, and hand it to a process that can be configured to run on the same server as the cgi, or another server on the network. Reports are run on a separate server to maximize server processing time

Queue Manager

As a user submits a report, a record is placed at the top of the Queue table and given a status of "*In Process* Queued". The Queue manager program then sees the record in the database, reads in the parameters of the report from the field ParmFile, and begins to run the report. If for some reason the report does not complete, the system will return a message to the User in the Queue table Notes field that the process did not complete. Invalid return from access, access could not process the report properly – The report could not be run due to an error in the report or the query that is running the report. Invalid date specified :< i>1.5/04</i> for field <i>Beginning Date</i> - There was an error in one of the parameters passed. Usually because of an entry error on the user side

The various states for the Process are:

In Process Queued – the Queue Manager has not yet started to process this report.

In Process Now Running – The Queue Manager has picked up the report and parameters, and is now starting the process.

In Process Running – The Access Form Report process has started, and the report is now processing on the server.

*Completed in Access* – The Report is ready for the user to view, and or print.

JJIS Advanced Graphical AdHoc Query System

Advanced Graphical AdHoc Query

The advanced graphical ad-hoc query is a GVT tool that helps advanced power users creates queries using an interface that is similar to Microsoft Access or SQL Query Builder. But, it goes one step further by using the built in FAMCare data dictionary to drive table links and criteria selection.

Using the Ad-Hoc Query System

From the main menu (or other menu), choose "Advanced Graphical Ad-Hoc Query". A screen similar to the following will be displayed, and it shows all the query groups that have been defined by the system administrator. It also shows any saved queries that you have access to (either your private ones or any public ones) that was originally created using the advanced graphical ad-hoc query.
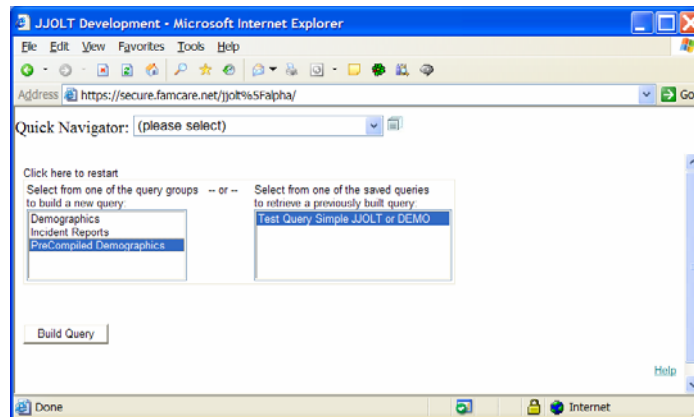
Double clicking on a saved query simply brings up a pre-built query in the same format as it was saved.

For our example, let's build a new query. Double click on the Precompiled Demographics group. As soon as this is done, the following screen is displayed. If you move your mouse over the "Mouse here to display tables", it will show all tables that are part of the query group, and all tables that are directly linked to these (such as code maintenance tables).
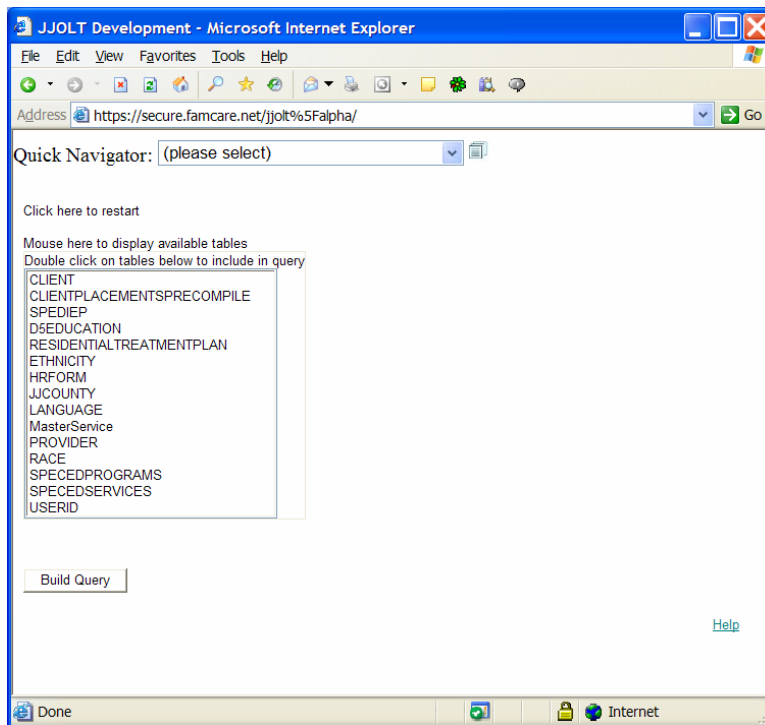
The first thing to do is select the tables you wish to include in your query. The first table is the "base" table and becomes the main table in the built SQL. This will generally be a client table or query built from the client table. All other tables are either joined in or included as Selects within the main query.

We'll select CLIENT as our main table (by double clicking on it); RACE, ETHNICITY, and CLIENTPLACEMENTSPRECOMPILE are other tables to also include in our query. When these are selected, the display will be similar to:
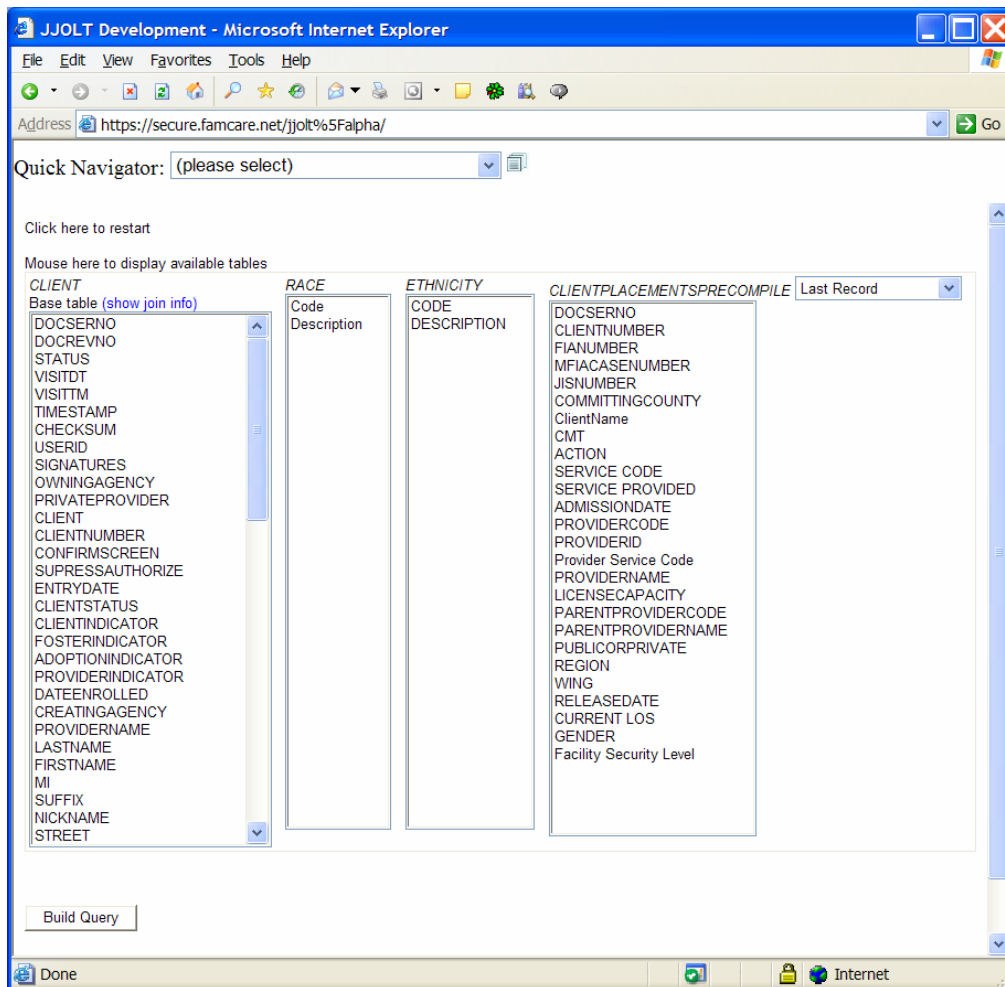
The system automatically handles the joins; however you can view and even modify the joins by click on the "show join info" hyperlink. Doing so reveals the following:
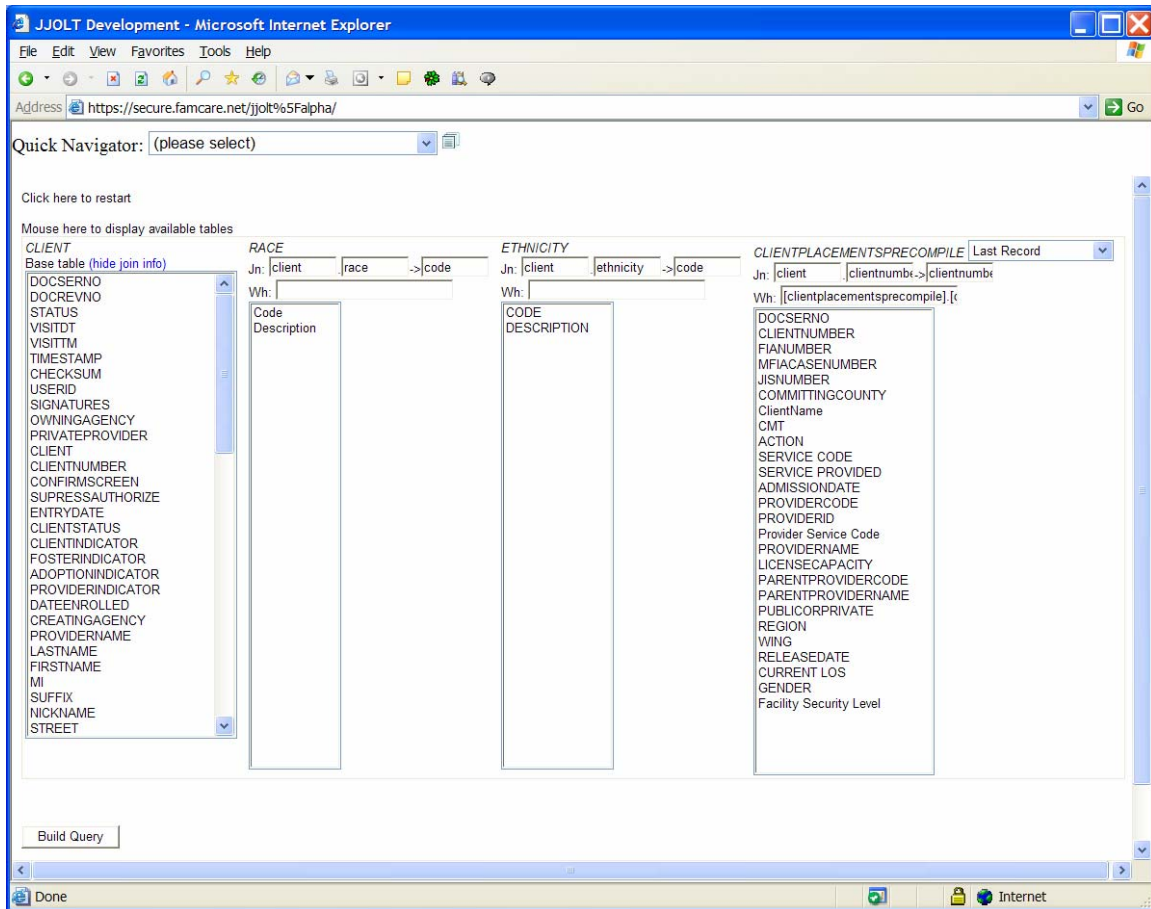
Note that in the data dictionary, client based tables are either "unique" or "multi". If a table is "multi" as is the CLIENTPLACEMENTSPRECOMPILE table above, the query system wants to know what records to display in it. You can choose "Last Record" (the default) to only include the last record for the client. In addition, you can choose "First Record". There is an option "All records", and choosing this shows all records in the table for a client. Choice "Aggregate" allows you to choose various *aggregate functions* (Sum, Max, Min, and Average) for the fields in this table. Aggregate functions operate over the entire set of records in this table for a client, but only return one value for each field selected in the table.

We will choose a few fields for this query by double clicking on them. The fields show in a grid similar to below:
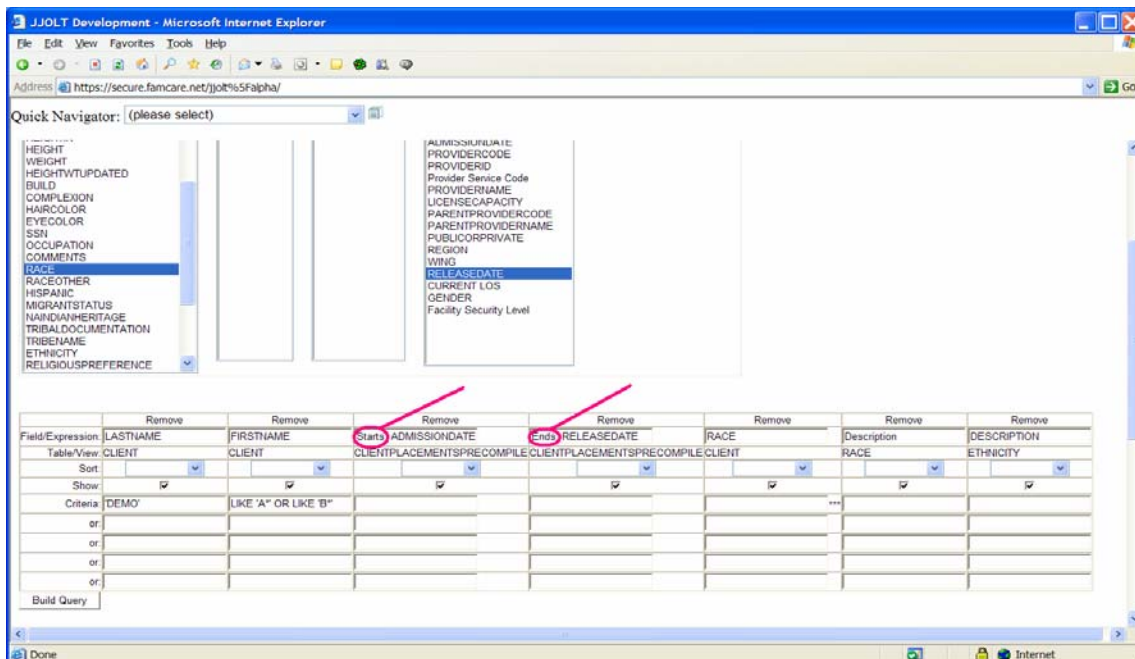
This field grid operates much like it does in Microsoft Access.

The first row contains the word "Remove" and if you click on this, it will remove the field from the query. Note that on the Field/Expression row, you can specify a different "alias" for field output (see the 3rd and 4th columns highlighted in red) by indicating the alias followed by a colon. The actual field or expression follows the colon.

Sorting on a field is accomplished by selecting the sort drop-down for a field. If multiple fields are sorted, the primary sort is determined by the first field, and so on. If sorting is important for your query, *make sure and select the fields in the sort order you want.*

The "show" checkbox allows you to not have a field show up on the output of the query. This is useful if you want to specify a field in a criteria but not have it part of the actual query output.

There are several methods to specifying criteria. The first is an exact match. Simply specify (in single quotes if an alpha or date field) the exact data you are looking for. You can also specify "AND" or "OR" within a single criteria (see the First Name column above) to help build the query. If you want to very specifically build a criteria using a specific field name (that may not even be part of the query), make sure and use square brackets around your fields. For example, the first column could be specified as [LASTNAME] ='DEMO' and this would cause the same results.

Some fields refer to lookup tables. An example of this is the Race field in the CLIENT table. In addition to specifying specific codes, you can also double click on the criteria field to display a list of available choices. In the grid output of fields, if there is "***" next to the first criteria selection, this indicates it is a field you can double click on to specify criteria.
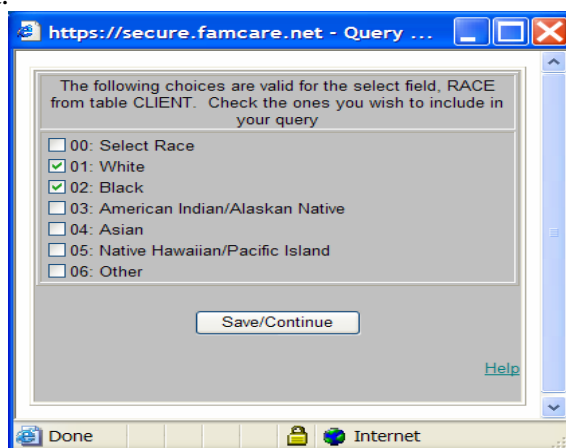
For the "Or" rows, please note that each row is independent and all criteria across an entire row must be satisfied in order for a record to show up.

Checking one or more of these options chooses the criteria for this field by building an appropriate IN clause.

After all fields, sorting, and criteria have been specified, clicking the Build Query button will then format the SQL and prepare it for final processing.

At this point, the options presented are the same as the other query systems.

Checking the first box allows you to run your query to the screen and specify a maximum number of records for output.

The next checkbox allows you to build a CSV file suitable for downloading into Excel. This is a foreground operation and will give you the download hyperlink immediately after you click the "Click to Run Query" button.

For options regarding advanced presentation, please refer to the regular Advanced Ad Hoc Query Manual for more information.

Finally, if you want to save this query, specify a query name (without special symbols), indicate whether you want this query as private or not (not checking this box makes your query public and available to other power users). If this query already exists, you must check the box to overwrite an existing query otherwise you'll get an error.

If you want a saved query built with this tool moved to your Dashboard, please call the help desk.

Instructions   Please fill in all information appropriate for the report you are requesting. Please only 1 report per form.

When complete, please email this form to Merry Perkins at perkinsm@michigan.gov

Your Information

Name:	_____	Phone	_____
Company	_____	Fax	_____
Address	_____	email	_____
Address	_____		
Address	_____	date	_____
City, State, Zip	_____		

Report Request

Report Title:
Please specify a title for this report:

Data to be included in report:
Please list all data fields you wish to see as columns of data. Please check if the data field is a database field, a calculated field, or do not know. Will you be able to send us a copy of your database for use or allow us to connect directly to your database?   _____yes   _____no

Table and field name	Database field	Calculated field	Do not know

Selection Criteria:
How do you want the report data limited? Do you want only a certain date range of data, a certain category, service, product line, etc? Please specify which database field provides this information.

Report Organization:
How do you want the report data organized and sorted? Do you want all the fields listed in the table above organized into groups; such as by month, by product type, by vendor, customer, sales ID? List fields to group by largest to smallest:
Group 1 -
       Group 2 -
              Group 3 -
                     Group 4 -

Would you like the data fields sorted; alphabetical, by date, by product or service type within the groups? Is the order alphabetical or some other order that you will need to specify?

Summaries or totals:
Do you want any summary information on the report? Which columns of data do you want summarized, and which summary function? Do you want sums, averages, counts?

Grand Totals:
Do you also want grand totals, for which fields? Same as summaries and totals??

Graphs or Cross tabs:
Do you want graphs or cross tabs to display your data? If yes, please draw what you expect a graph or cross tab will look like on the report, including labels for axis and field names of the data included in the graph.

Report Distribution:
How will the reports be distributed? Exported and emailed in Excel or .PDF? Viewed by users with Crystal Reports only? Viewed through JJIS?

Parameter fields:
Will the report benefit from parameter fields? Do you want to be prompted for information that the report will then use when refreshing the report? For example, would you like to be able to enter the date range the report will collect data for, or enter a placement, client, or possibly service provided? If yes, specify what field(s) you would like to be prompted with.

Calculations:
In the database fields section you listed what fields you want as columns across the report. If any of these fields are calculations, specify details about those calculations below:

Calculation or formula name	Description of what calculation needs to do and what fields will be used

Layout Considerations:
Do you want the report formatted or to behave in a certain way? For example, do you want to specify landscape orientation? Do you want clients with no data suppressed?

Report layout example:

Please draw a picture of what you want the finished report to look like, or attach a word or excel file. This can be a huge help for the report developer so that the report is built to meet your expectations.

Census by Placement

Date of report

Placement   [Count of Clients within Placement]
         Client Name
                 Start Date, Ending Date, Service Provided, Length of Stay

Date Report Run

You could also specify here that you want each placement to start on a new page, or each client to start a new page, and/ or that you want to be prompted for which rep to run the report for.

THANK YOU.   Thank you for taking the time to fill out this form as completely as possible. The more detailed information we have about what you want your report to do and how it needs to look, the less time it will take to create. A report developer may still contact you with questions regarding your reporting project, and you can also request to set up a brief meeting with the report developer assigned to your project if you feel there are specific issues to discuss that will facilitate efficient report development.

Date to GVT: Date Completed:

Requestor:_____

DEVELOPER:_____

To contact the JJIS team with difficulties, and to submit a task to be addressed, Scroll down the client search screen and click on the last link (Project Manager)
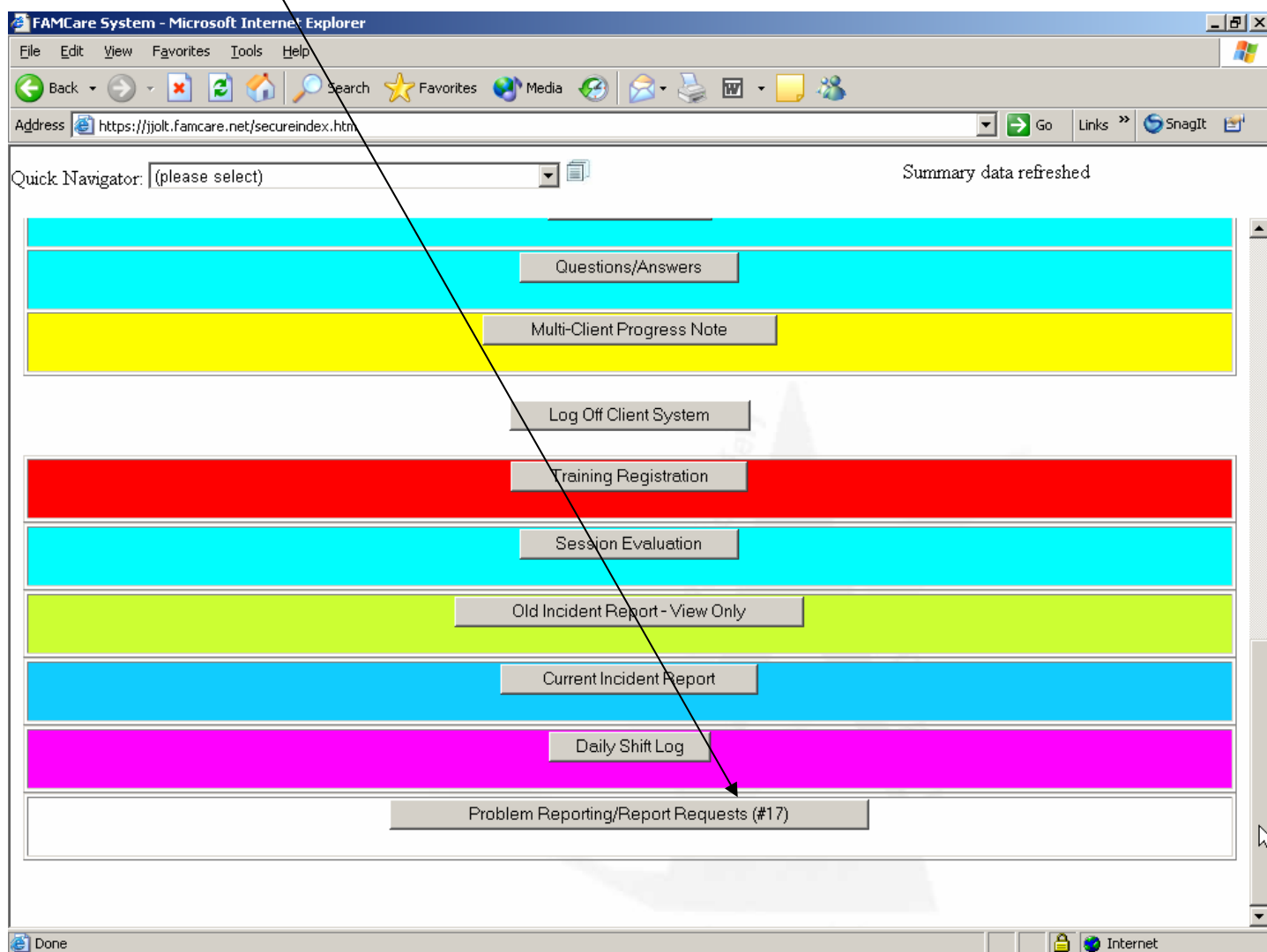
You will be allowed to view a list of current tasks, and be able to check on their status by clicking on the edit button next to the task. You will also create a new task from the same screen, please see next page.
To create a new task, click on the green link (Click here to add a new request). Once again, if you wish to view a current task, click on the edit button next to the task. You can also view completed tasks by entering a date range, and click on Completed Items

Leave the status at pending, assign your task to a JJIS Team Member, enter your self as the person requesting the task, select the problem type and a text box will appear, which will allow you to type a brief summary of the problem to be solved. Place a check mark next to the FIA Project e-mail address, and click the save button at the bottom of the page to submit your request. You can select an additional e-mail address to copy them on the task.

Once the problem is solved, you will receive an e-mail notification with information regarding the solved task